

RESOURCE REQUEST LIST 2022-23 Department/Division: MAND/IS Name of Point of Contact: Jha-Fu Liu

Instructions: Each Department/Program must provide an instructional equipment request list each year. A Division priority list should be developed by working within your Division processes.

Items you do not have to list:

1) computer and furniture requests that are already on a college refresh schedule or items that already exist in classrooms, offices, conference rooms etc.

2) office supplies or items normally covered by operational "B" budget.

Items that should be listed: All instructional equipment items with a subtotal value of \$100 or more per individual item that do not fall within #1 or #2 above.

Note: The items should provide programmatic support for student learning and must be included as a part of the Program Review submitted in Spring 2019. If there is an emergency item needed that was not on the Program Review, then list that on sheet 2 titled "Emergency Requests".

Priorities: **Critical:** Courses and/or program cannot run without it; **Needful:** Necessary in 1 - 2 years/Necessary for the regular functions of the program (i.e., replenishing supply items, replacement aging equipment) -- will cause program delays or changes in course scheduling if not provided; **Desirable:** Requested as part of program growth or innovation

Department	Priority: Critical, Needed, Desirable	Category: Equipment, Facility, or Other	Item/please remember, the subtotal value must be over \$100	Enter Justification 1. Who are the racial/ethnic and underserved groups affected? 2. Does the funding request ignore or worsen existing disparities or produce other unintended consequences? What is the impact on eliminating the equity gap? 3. How does the allocation advance opportunities for historically underrepresented students and communities?	Section of APRU it is listed in (e.g. V.E.1 or V.E.1)	Infrastructure needed? Yes/No	New Item or Replacement N/Rp	Life Expectancy of item (years)	Per Item Cost	Quantity	Subtotal	Tax 9.00%	Shipping	Total Cost	To be completed by IPBT					Other/Notes		
															Lottery	Instructional Equipment Funding	Strong Workforce Funds	Perkins Funds	Facilities			
Mandarin	Critical	Instructional	Orientation, Proctor Entrance Exam, Certificate Exam Preparation for translation and interpretation	Need to provide these to support the program: 1. Medical Exam Prep; 1 Court Exam Prep; Offered Year 3 and every year starting Year 5)	V.D.1, D.2	YES			Per Orientation \$400 for 2; Per Exam \$200 for 2; Per Preparation \$1200 for 20 hours					\$ 3,600.00				\$3,600.00				
Mandarin	Critical	Non-Instructional	Need part time program coordinator for translation and interpretation in Mandarin	Need coordinator to organize and manage orientation, entrance exam, certificate exam preparation, recruit students, events, etc.	V.D.1, D.2				Per Hour \$50 for 30 Hours					\$ 1,500.00				\$1,500.00				
Mandarin	Critical	Miscellaneous Events	Guest speakers, events, advertisement, etc.	Need to build up community relationships and also advertise the program	V.D.1, D.2									\$ 1,000.00				\$1,000.00				
				Justification: 1. We train translators and interpreters who are the ones who can communicate immigrants' rights and cultural differences in medicine, court, and social services to the appropriate parties. 2. The funding request will improve existing disparities. It will have the impact of eliminating the equity gap. 3. The funding will help maintain and develop Translation and Interpretation Program to better serve the community's underrepresented groups on their language barriers for the courts, social services, medical facilities, etc.																		
				*Translation and Interpretation Certificates Program in Mandarin requests Strong Workforce Funds and Perkins Funds																		
														Total Requests	\$	6,100.00				\$6,100.00		