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**COMPLETE**

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Page 1: Please review the following:

**Q1**

Contact Person:

Name	<b>Michelle Garcia</b>
Email Address	<b>michelle.garcia@gcccd.edu</b>

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**Q2**

Department:

Biology

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**Q3**

Title of Request:

Incubator replacements for Cell Molecular Biology and Paramedical Microbiology Courses

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**Q4**

Location of Request:

Biology Micro/Cell Prep Room (second floor H-Building)

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**Q5**

Type of Request (Select one):

**Equipment: Tangible property with a purchase price of at least \$200 and a useful life of more than one year. Technology related items such as hotspots, computers, tablets should be requested through the College Technology Committee**

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**Q6**

Description of Request: Please provide a description of the supplies, equipment, furniture or other request. When making your request, please be as specific as possible and include information such as make, model, manufacturer, color, quantity, etc.

This request is for the purchase of two laboratory incubators to replace failing equipment that is over 15 years old. These incubators are essential for supporting laboratory activities in Bio 230 (Biology for Science Majors) and Bio 152 (Introduction to Microbiology and essential for Allied Health majors).

Details

\*Quantity: 2 incubators

\*Estimated Cost: \$7,160.54 total (\$3,580.27per unit)

\*Purpose: Replace outdated and malfunctioning incubators critical for maintaining controlled environments needed for growing microbial cultures.

Current Equipment Status:

The lab currently has 8 incubators, all over 15 years old.

Two units are no longer functional, compromising lab activities.

\*Replacement Plan: The department plans to replace two incubators per year over four years. We requested and have been approved to purchase two from last year's request. This would be two more for a total of four.

\*Warranty: The new incubators include a limited manufacturer's warranty but do not have service agreements.

This purchase will ensure the continued operation of key laboratory courses, meet student demand, and maintain the quality of instruction for these critical programs.

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**Q7**

Estimated Cost:

Estimated Cost: \$7,160.54 total (\$3,580.27per unit)

This cost is from the most recent quote submitted for the approved purchase of incubators from the last request.

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**Q8**

Respondent skipped this question

Please attach quote, if available

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**Q9**

Total Cost of Ownership: Your requested item may incur ongoing expenses. What are the ongoing expenses associated with your request? If there are ongoing expenses, please detail how you plan to support these costs with your existing budget by completing the text boxes below.

Initial Cost of Item	<b>Estimated Cost: \$7,160.54 total (\$3,580.27per unit)</b>
Service Agreements/Warranties	NA
Maintenance	NA
Upgrades	NA
Impacts to Staffing	NA
Replacement Costs	NA
Other	NA
Total	NA
Amount available in department budget to support this request	NA
Remaining requested amount	NA

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**Q10**

Justification of Request: The justification of the request is a key area to focus on. The ROC encourages you to strengthen your request by providing a robust rationale detailing all relevant criteria. When writing the rationale, keep in mind that those reviewing the justification may not be familiar with your department and needs. Providing detailed information and context can help clarify the need for your request. Please select the applicable criteria(s) and provide the details of how the criteria(s) relate to your request.

**Health and safety,**

**Critical need,**

**Program expansion,**

**Impact on student success and access,**

**Innovation,**

**Equity and Antiracism,**

Provided details::

The acquisition of two new incubators is essential to maintaining and expanding the quality of instruction in Bio 152 and Bio 230. These courses are critical for students pursuing pre-Allied Health and Biology pathways, respectively. The request aligns with multiple criteria: Health and Safety The current incubators, aged over 15 years, are failing and cannot reliably maintain the controlled conditions required for growing microbial organisms. Malfunctioning equipment poses potential safety risks, such as inconsistent growth of cultures or contamination, which could compromise both experiments and student safety in the lab. Critical Need The incubators are integral for conducting laboratory exercises central to the curricula of Bio 152 and Bio 230. Without functioning incubators, students cannot complete essential lab components, directly jeopardizing their ability to succeed in these courses. The equipment failure also risks delays in completing academic programs, negatively impacting student progression and transfer opportunities. Program Expansion Our department has experienced significant growth in enrollment, particularly in health-related career pathways and major-level biology courses. We have increased offerings of Bio 230 to meet demand, adding an extra section each semester. The high enrollment and demand for Bio 152 further highlight the need for reliable laboratory equipment. This purchase supports our strategic goal of expanding access to these high-demand courses. Innovation Replacing outdated incubators allows us to integrate modern, efficient equipment that improves the consistency and quality of laboratory experiments. This investment enhances the hands-on learning experience for students and keeps our program competitive with current standards in biological education. Impact on Student Success and Access Both Bio 152 and Bio 230 are foundational courses that directly influence students' ability to complete their educational and career goals. Functional incubators ensure students have access to the resources necessary for completing coursework and mastering laboratory skills. The failure of current equipment threatens the accessibility and success of these critical courses.

Equity and Antiracism Ensuring access to reliable and high-quality laboratory equipment supports equitable educational outcomes. Current data indicates disparities in success rates, particularly for African-American students. Investing in modern, dependable equipment is a concrete step towards addressing these inequities by reducing barriers to student success and ensuring all students have equal opportunities to engage in hands-on learning. Budget Plan The total estimated cost for two incubators is \$7,160.54 total (\$3,580.27per unit). This purchase is part of a phased plan to replace all eight outdated incubators over a four year period, addressing critical needs incrementally while aligning with budgetary constraints. This quote is the most recent quote submitted to purchase the two incubators from the previously approved request. By addressing these criteria, this request underscores the urgency and necessity of investing in new incubators to support program expansion, student success, equity, and innovation within our department.

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## Q11

Program Goal:Please identify the program goal(s), as stated in your current annual or comprehensive program review, that this request would help your program achieve. Provide a brief explanation of how it would do so.

This request aligns with the following program goals outlined in our annual program review:

Goal 1: Expand Access to Major-Level Classes

The acquisition of new incubators directly supports the expansion of Bio 230 offerings, which are essential for students in the Biology pathway. Our department has added an additional section of Bio 230 each semester to meet increasing demand. In addition, we plan to add a third section of Bio 152 in Fall 2025. Functional incubators are critical for the hands-on laboratory exercises that define this course, ensuring we can accommodate and support the growing student population.

Goal 2: Enhance Success Rates in 100-Level Courses

Bio 152 is a foundational course for pre-Allied Health pathways, and ensuring access to reliable laboratory equipment is essential for student success. The incubators provide the controlled environment necessary for growing microbial cultures, which are integral to the course's laboratory components. Functional equipment reduces disruptions, enhances the quality of student learning experiences, and improves outcomes in this high-demand course.

By replacing failing incubators with modern, reliable equipment, this request ensures we can meet the growing demand for both Bio 230 and Bio 152 while maintaining high-quality educational experiences. This directly supports our program goals of expanding access and improving success rates in critical courses.