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Page 1: Supplies, Equipment, Furniture, and Other Request Form

Q1 Contact Person:

Name	Kerry Kilber Rebman
Email Address	kerry.kilberrebman@gcccd.edu

Q2 Department:

Instructional Design

Q3 Title of Request:

Professional Expert or Stipend Funds for Instructional Design

Q4 Location of Request:

LTR Division

Q5 Type of Request:

Other: Please specify the non-operational other request:
I know this might not be the right place to request this, but since this is the first year we are doing it this way, I am including the request here just in case. So that when I ask for the funds later, I can say I did include it in my program review/annual update. This is to request hourly funds.

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 to hire a professional expert or a faculty/adjunct faculty member on a stipend to cross-train with the current Instructional Design Technology Specialist who is retiring in December 2020. We are not allowed to hire a replacement for a classified staff member until they officially retire, which makes it extremely difficult to do any training and transfer of institutional knowledge. This position is plays such a critical role in support of faculty with the online and face-to-face courses that it would be wise for the college to have a transition plan in place. Hiring a professional expert or perhaps a faculty member on a stipend would help make the transition smoother for faculty in support of student success.

Q7 Estimated Cost:

\$10,000

Q8 Please attach quote, if available

Respondent skipped this question

Q9 Total Cost of Ownership:Can this request be maintained with existing funding sources? If not, please explain your plan to maintain this request. Example: potential yearly service agreements, warranties, and replacement costs.

No. We just need one-time funds to bridge the gap until we can either hire a qualified substitute and then eventually a full-time classified professional in the role of Instructional Design Technology Specialist. Once the new person is in place, we will not need additional funding.

Q10 Justification of Request:Please select the applicable criteria and provide the details how the criteria relate to your request.

Critical need,

Impact on student success and access,

Provided details::

Supporting faculty in their online and face-to-face courses is a critical need. This person also serves as the one and only Canvas administrator, which involves a great deal of technical work that no one else on the campus knows how to do. Not having this position in place will directly impact students and faculty.

Q11 Program Goal:Please identify the program goal(s) this request would help your program achieve and provide a brief explanation of how it would do so.

Provide uninterrupted critical instructional design support services to faculty.

Having a professional expert or faculty on stipend to cross-train before the Instructional Design Technology Specialist retires is critical in providing uninterrupted instructional design support to faculty.
