

FROM LOC CHAIR PATTY TERLAJE

We are trying to move away with the CDs (antiquated, difficultly copying/saving files, etc.). We are requesting for Faculty Senate assistance in ordering/funding the committee with the following supplies:

1. External Drive to store all program/course/SLO mapping/ curriculum documents during the committees review

*LOC Chairperson's computer storage can't accommodate with amount of files (see price quote attached to email)

2. LOC Stamp to acknowledge receipt on documents received (see price quote attached to email)

3. Folders (one box) and sheet (1 box) protectors to keep hard copies of documents (see #39 & #118 on bid online MyGCC)

4. Binder (1 item – 2")for LOC committee confidential documents (dyad responses) (see #11 on bid online MyGCC)

5. Pens (Red/Blue .5 fine point)/Correction tape (2 tapes) (see #101 & #22 on bid online MyGCC)