University of Washington Tacoma

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2021-02-19 07:20:38`   Date Due: `2021-02-19 23:59:00`   Date Submitted: `2021-02-19 07:50:22`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `2021-22 Multimedia Lab Student Employees`

Request Description: `Annual request to fund student employees in the Multimedia Lab`

ALLOCATION REQUEST INFORMATION

Department Name:	Information Technology	Request Code:	21A0293
Contact Names:	Paul Lovelady	UW Tacoma Affiliation:	Staff
UWT Email Address:	lovelady@uw.edu	Phone Number:	2536925742
Title of Request:	2021-22 Multimedia Lab Student Employees	Type of Request:	One Time
Department Head Approval: ✔	Department Head:	Patrick Pow	

Annual Request Information

1. Background: Review and discuss the context of the proposed technology in detail. Explain how this proposal will be used in conjunction with an original proposal or existing technology. If applicable, how is the current technology disabled or inadequate?

The Multimedia Lab (MMLab) is a specialized, collaborative lab that has a steep learning curve for many students. Having staff on-hand allows us to guide users, step-by-step, through their process and project workflow.

We assist students from all disciplines across campus with their video projects, poster designs, media prep for class presentations, layout assignments, Powerpoint basics and graphic design, to name a few. In fact, our student population primarily comprises of non-Communication majors, so we are instructing mostly at the novice level.

Currently, Information Technology supports the MMLab by providing staff for technical and creative assistance through virtual hours of operation. We will move into next year with a hybrid approach for drop-in visitation as well as continuing to support students through our standing, Zoom meeting URL.

Thanks to last year's STF Committee, we employed six students over the last academic year for additional support. As students graduate throughout the quarters, this funding allows us to bring in and train new staff.

The funding also allowed us to keep our virtual doors open 37 hours each week – 10AM to 6PM on M-Th and 10AM to 3PM on Fridays – as well as the occasional extended hours during peak times of the quarter (class workshops, midterms and finals weeks) when increased student visitation creates a greater demand for our services.

For the upcoming year, IT will open our doors for in-person visitation, as well as continue to provide simultaneous, virtual consultations. For Autumn through Spring quarters, we would like to supplement IT's staff hours with up to an additional 68 hours a week with student employees as well as provide assistance during Summer. With this year's request we plan to maintain our current hours of operation, remain flexible for student peak usage and provide training and learning opportunities to our new MMLab staff.

We also wish to continue having two students employed during the summer quarter for 300 hours to assist the students on campus in June, July and August.

The Multimedia Lab also plans to get our summer employees more pre-production and hands-on camera experience by putting them through a production "bootcamp" and creating several instructional videos for our students' use.

2. Benefit to Students: Discuss how students have benefited from the original proposal, if applicable. How will additional funding of the technology benefit students? If this was an unforeseen technology need, discuss how students will benefit from this new proposal and why the need cannot wait for annual allocation funding.

This proposal will greatly benefit our students by providing an experienced staff member at their side for greater time and offering more options for busy, academic schedules. Fridays can be a busy day as projects are often due early the following week and our busiest "season" of each quarter is generally from mid-terms to the finals week when course assignments are due. We would also like to consider opening on a few Saturdays with limited hours, or more likely, by appointment-only.

Not only will this proposal allow us to flex or extend hours when needed, it will also guarantee multiple assistants during peak times. Students frequently underestimate the needed time for media projects and often arrive with little time before their due dates. These deadline surges can be intense and requires overlap of staff to meet the support demands, especially as we navigate the year with hybrid options.

The benefits to future student employees are great as well. Not only will they work with professional IT staff members to develop and refine a skill set that can enhance their UW Tacoma experience, but also provides them hands-on experience for potential careers. A great example of this, is the collaboration between the IT staff and student employees who produce detailed, professional content for the Multimedia Lab Youtube channel.

Our Youtube playlists can be viewed at:

https://www.youtube.com/user/uwtacomammlab

Our student staff also contributes content to the MMLab's Facebook page (Multimedia Lab at UW Tacoma) as well as Information Technology's social media platforms (UW Tacoma Information Technology).

Examples of our efforts this year to assist campus in new ways include creating social media templates for information, producing UW-centric Zoom meeting backgrounds, reaching out more to RSOs to learn if we can assist with promotional materials, as well as providing basic accessibility services for faculty video captions and ADA remediations for PDFs.

The service the Multimedia Lab offers to UW Tacoma is comprehensive and involves technical abilities, but also creative problem solving and a significant amount of interpersonal and instructional skills.

The typical project development plan that we create for students generally consists of an initial consultation, the post-production phase and preparation for distribution.

Classroom projects bring students from every program on campus to our "crossroads" here in the Multimedia Lab and it is a great opportunity to meet and greet people from every discipline.

3. Access: Describe who will be using or will have access to the resources being proposed. If the access has changed since an original proposal, be sure to note that here. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

Located on the Pacific Avenue level of Cherry Parkes (CP 005) the Multimedia Lab is virtually open to all registered UWT students. We are currently staffed Monday through Thursday, 10-6 and Friday 10-3. Once campus resumes in-person instruction to a greater degree, the MMLab will also available once again to walk-in visitation.

As mentioned above, we directly support student course work also see many students who present with non-course-related projects – dubs of family events, enhancement of personal pictures, student worker projects for other offices, homemade music videos, etc.

This proposal will help us open our doors for more hours (most likely evenings and longer Fridays) and to be flexible with peak usage.

We are also considering having the Multimedia Lab open for some Saturdays by appointment-only.

4. Timeline: Provide a timeline showing how the proposed technology can be completed during the requested period. Describe when you would like to see this proposal initiated and completed, and why.

This proposal would begin summer quarter 2021 and carry through spring quarter 2022.

5. Resources/Budget: Discuss available financial, personnel and space resources devoted to the proposed technology and level of support. Proposal must detail all the items/resources requested to be purchased. This includes filling out the Item Detail in next section.

Information Technology provides support for the Multimedia Lab. IT staffs the MMLab for 20 hours a week, Monday – Thursday. We also currently employ three, STFC-supported student employees for afternoons, overlap hours during the week, and Fridays.

IT also provides all computer/software installations, maintenance, and troubleshooting of STFC hardware.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
MMLab - Student Worker Hours + benefits (Summer)	300	$17.29	$0.00	$0.00	$5,187.00
MMLab - Student Worker Hours (Fall '21 - Spring '22) + benefits	2380	$17.29	$0.00	$0.00	$41,150.20
				OVERALL TOTAL:	$46,337.20