



Request for 2021-22 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: **Teaching and Learning Center**

Create Date: 10/08/2021

Due Date: 11/19/2021

Submitter Name: **Rebecca Disrud**

UW Email Address: **rdisrud@uw.edu**

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Proposal Authors: Cara Farnell, Rebecca Disrud

Department Head Approval: **Bonnie Becker**

Requested Amount: **\$3,560**

Approved Amount: **\$0**

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

The TLC had attempted to procure 2 laptops for our new Writing Center space at the end of fiscal year 2021, ordered through the IT department as required. Long after the close of the fiscal year, we were informed by IT that the laptop order had not gone through. At this point, our surplus funding from June had already been swept by the Office of Finance, so we could no longer access the money intended for this purchase. These events could not have been foreseen during the normal budget process timeline.

STUDENT UTILIZATION

These funds will directly benefit students by immediately increasing the quality of online interactions with our peer writing consultants. Our new space, while beautiful, was not designed to accommodate simultaneous written feedback and Zoom appointments, which have rapidly gained in popularity during the pandemic. Written feedback appointments require quiet, focused space while Zoom appointments include live, two-way conversation. Consultants currently have just one room to use for both types of appointments. With laptops, peer consultants would have the flexibility to move either into a quieter or more conversational space, and in turn, better support the student writers they are working with. This funding would therefore expand student access to writing consultation services and increase the quality of those consultations.

These kinds of appointments increase the accessibility and scope of our services, in particular extending writing center feedback to students who work, parent, have low access to internet, or who cannot frequently come to campus.

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

We are only requesting funding to fulfill the quote for the two laptops, so we will use the funding directly for this purchase.

SERVICE BENEFITS TO STUDENTS

The Teaching and Learning Center is available to all UW Tacoma students to improve their academic skills and encourage the pursuit and attainment of lifelong learning. Specifically, the Writing Center helps students throughout the writing process from brainstorming to editing final products and through many writing tasks, from class assignments through cover letters and statements of purpose for graduate school. We know from many repeat student visitors, student comments and notes, faculty testimonials, and consistently high utilization rates that campus highly values our work and students find consultations meaningful.

Staff Budget Requests

Category	Details	Amount Requested	Amount Approved
PERSONNEL TOTAL:		\$0	\$0

Other Budget Requests

Category	Details	Amount Requested	Amount Approved	Notes
Equipment	2x Dell Latitude 7320 laptop S001	\$3,560	\$0	
SUPPLEMENTAL TOTAL:		\$3,560	\$0	

	Submitted:	Approved:
PERSONNEL TOTAL:	\$0	\$0
SUPPLEMENTAL TOTAL:	\$3,560	\$0
COMPLETE PROPOSAL TOTAL:	\$3,560	\$0

Supplemental Documents



QUOTE FROM DELL

Here is the Quote sent to us from IT for the Dell Laptops