UNIVERSITY of WASHINGTON
TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2022-03-04 13:16:47`   Date Due: `2022-03-18 12:01:00`   Date Submitted: `2022-03-04 13:28:00`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `Creative Student Techs - Multimedia Lab`

Request Description: `Student employees to guide other students through the process of using tools to create video projects, posters, Photoshop composites, podcasts, graphics, layouts, and other media assignments.`

ALLOCATION REQUEST INFORMATION

Department Name: `Information Technology`   Request Code: `22A0308`

Contact Names: `Paul Lovelady`   UW Tacoma Affiliation: `Staff`

UWT Email Address: `lovelady@uw.edu`   Phone Number: `2536925742`

Title of Request: `Creative Student Techs - Multimedia Lab`   Type of Request: `Continuous / Ongoing`

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?

We assist students from all disciplines across campus with their video productions, poster designs, media prep for class presentations, student organization projects, layout assignments, Powerpoint basics and graphic design, to name a few.

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 creative process and project workflow.

In fact, we are primarily instructing at the novice level since most of our student population comprises of non-Communication majors.

The typical project development plan that we create for students generally consists of an initial consultation, guidance through the post-production phase and preparation for distribution. We often provide pre-production advice when classes reach out to us prior to the start of their projects.

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.

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. It will also assure users that we'll have multiple team members available during peak season. This is typically from mid-terms to finals, when assigned projects are often due.

The benefits to future student employees are great as well. Not only will they work with professional IT staff members for personal development that can enhance their UW Tacoma experience, but also provides them hands-on experience for potential career skills. 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

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 available for drop-ins or appointments to all registered UWT students. We are currently staffed Monday through Thursday, 10-6 and Friday 10-3.

This proposal will help us strengthen our current hours and offer adaptability for increased hours (most likely evenings and longer Fridays). It will also provide us with flexibility for quarterly peak usage.

Unless appointments made in advance, the MMLab is closed during interims.

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 2022 and carry through spring quarter 2023.

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 has a staff member dedicated to the MMLab for 16-20 hours a week, Monday – Thursday. We also currently employ three, STFC-supported student employees for late mornings, 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 (Summer '22 - Spring '23)	2520	$15.00	$0.00	$0.00	$37,800.00
Benefits Loading - 23.5% x Hourly Rate	2520	$3.53	$0.00	$0.00	$8,895.60
				OVERALL TOTAL:	$46,695.60