



## Student Technology Fee Committee (STFC) Annual Allocation Request

### ALLOCATION REQUEST DATE INFORMATION

Date Created: 2022-03-04 13:30:19

Date Due: 2022-03-18 12:01:00

Date Submitted: 2022-03-04 13:41:06

### ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Classroom + Events Student Tech - Media Services

Request Description: Student employees who provide basic support for student events (in-person or virtual), classroom AV equipment testing and troubleshooting, and some ADA remediation of digital files and captions.

### ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Request Code: 22A0309

Contact Names: Paul Lovelady

UW Tacoma Affiliation: Staff

UWT Email Address: lovelady@uw.edu

Phone Number: 2536925742

Title of Request: Classroom + Events Student Tech - Media Services

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?**

The purpose of this proposal is to request continued funding for our Student Media Technician positions on campus. Since 2006, when this position was initially funded by STFC, we've provided student employees the opportunity to apprentice as media technicians that provide basic, preventive-media maintenance across campus, technical support at student-sponsored events, and assist Media Services with other campus needs.

Over the last couple of academic years, the Media Services student techs have also been instrumental in support of the classroom upgrades that IT has been implementing for changes and new expectations of instructional tools in the rooms. We've added many new services to classrooms and the techs have performed many tests and basic installs.

Also, these students have taken on the role of providing upgrades for ADA documents and lecture capture captions to improve accessibility and comprehension of online documents.

**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.**

Media Student Techs are guided and trained by full-time, IT staff members, receive daily interaction with campus students, faculty and staff, and receive paid training on maintenance and operation of media equipment and classroom systems. The skills students learn on the job enhance potential careers they choose by gaining real-world experience. Student Media Techs also speak highly of the ability to remain on campus for work instead of commuting to an outside job.

The student body benefit by receiving no-cost, technical support in setting up, operating and assistance of all student-sponsored events. This includes AV setup, running sound, lighting, assisting with virtual and hybrid components, projection and other media duties. Some past events include the Oscars, Movie Screenings, Open Mic Night, Comedy Night, Court 17 events, music performances and more. Students frequently express appreciation at having a dedicated student technician to be at their event to ensure the technical program goes smoothly.

We've also developed a thorough classroom maintenance program for the students to assist with. The Media Student Techs are trained in basic classroom maintenance during the evenings when classrooms are more accessible due to lower volumes of classes. After their training period, they perform audio/visual sweeps through classrooms, auditoriums and conference spaces, on a weekly basis. This insures all the classrooms are being evaluated and maintained each week. If larger issues are found, the student techs report the issue to Media Services staff through our ticketing system, DeskPro. This gives the students great experience, while providing the student body with functioning and timely updates to media equipment for classes and events.

Lastly, these student techs have been a part of our efforts to assist with ADA, online documents and updating Panopto captions for the past two school years. Faculty send us PDFs that are not compatible with screen readers and we remediate them for usage in Canvas. They also make a manual pass through select, course Panopto recordings to improve their captions.

We plan to have three Media Student techs next year and, depending on quarter and student class schedules, who will primarily work in the late afternoons and evenings. Also, based upon student event schedules, our Student Techs flex their hours to accommodate campus needs on weekends or busy evenings.

**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.**

Any currently registered UW Tacoma student can apply for the position.

The position will be advertised on the UWT Handshake website - <https://www.tacoma.uw.edu/handshake>

**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.**

Funding would support this student opportunity from July 1, 2022 through June 30, 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.**

The Information Technology department provides all training, management, administration and scheduling for Student Media Technicians.

Since our students work throughout the year, including academic interims, we are asking for 2080 hours for the year.

**Funding Request Items**

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Media Services Student Technicians - SUM 2021-SPR 2022	2080	\$15.00	\$0.00	\$0.00	\$31,200.00
Benefits (23.5% x Hourly Rate)	2080	\$3.53	\$0.00	\$0.00	\$7,342.40
OVERALL TOTAL:					\$38,542.40