UNIVERSITY *of* WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2022-03-09 06:30:12`   Date Due: `2022-03-18 12:01:00`   Date Submitted: `2022-03-09 06:34:14`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `Computer Literacy Seminars`

Request Description: `This request is a continuation of the approved proposal for 2021-2022. The planning and execution of the 2021-22 seminars are currently underway.`

ALLOCATION REQUEST INFORMATION

Department Name:	Information Technology	Request Code:	22A0311
Contact Names:	Bill Fritz	UW Tacoma Affiliation:	Staff
UWT Email Address:	bfritz@uw.edu	Phone Number:	253-692-4774
Title of Request:	Computer Literacy Seminars	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?

This request is a continuation of the approved proposal for 2021-2022. The planning and execution of the 2021-22 seminars are currently underway. The Information Technology department has partnered with the Center of Data Science to deliver these seminars. As of March 2, 2022, a total of 300 students have attended the 2021-2022 seminars.

This year (2021-2022) we are focusing on the following topics:

Cybersecurity Awareness (Complete):

In observance of October as Cybersecurity Awareness Month, a series of security awareness seminars were held! Given the current challenges we are facing, now more than ever we should be cautious of malicious cyber activity. These webinars included discussions around how to better secure your UW data, the threats of ransomware, and the overall cyberthreat landscape in 2021-22.

Machine Learning (Complete):

In this seminar, the presenter took a deep dive into the fast growing field of Machine Learning. He also covered how to use Machine Learning to tackle complex development changes.

e-Portfolio Tools – Portfolium (Complete):

This seminar was an introduction to Portfolium and how to create and share your ePortfolio. Portfolium allows users to showcase all your hard work and accomplishments.

Intro to Data Visualization (Complete):

This three part series covered the basics of how dashboards can depict important pieces of information and how data storytelling will help you make a data-driven decision. This series included introductions to two of the most popular data visualization tools, Tableau and Microsoft Power Bi. A representative from Tableau presented on how to get started with Tableau and our Microsoft representative did the same for Power Bi.

eCommerce Website Creation – Wix (Complete):

A Wix representative presented how to get a eCommerce website started using the Wix platform. They demonstrated how easy it is for users to create their own website, with live demonstrations and a Q&A session.

Methods and Applications of Analytics (In Progress):

This series featured an introduction to data analytics through its methods and applications. Students were shown how to analyze large volumes of data and make better business decisions using different data analysis methods. Dr. Margo Bergman and Michael Turek, Faculty in the MSBA, introduced CRISP-DM - a methodology for understanding how business problems are solved with data-based solutions. They also gave examples of this using NHANES data (a health care data set). Additionally, Dr. Arthur Jago provided a brief overview of the emerging field of people analytics, including case studies, methodological tools, and ethical consequences. Furthermore, Dr. Sergio Davalos provided a brief overview of the bias of machine learning algorithms, including types of bias, and their consequences.

Intro to Excel Functions (To be Scheduled):

The computer literacy seminar team will be presenting key excel functions. This will be a presentation explaining the reasoning behind each function and providing a live demonstration on how to use the function.

Geographical Information Systems – GIS (To be Scheduled):

GIS mapping is one of the most current and powerful systems used to analyze geographical data. This includes capturing, storing, manipulating, managing and displaying various types of geographical data. This seminar will provide an overview of how students can use GIS mapping to better analyze their data, as well as, where GIS is heading as a technology tool.

For the 2022-2023. school year, we hope to continue seminars in the above topics, as well as, introduce new and relevant topics. Generally, each seminar is broken up into three sessions. The first session focuses on an introduction to the topic; the second a corporate guest speaker (contingent on availability, otherwise the discussion will continue from session 1); and the third a hands-on session.

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.

Employers are increasingly looking for applicants that can demonstrate proficiency in reading, analyzing, and presenting increasing quantities of data. Governments, non-profit organizations, education institutions also realize the importance of using structured and unstructured data to promote and advance their strategic mandate and daily operation. The better our students understand basic data organization and visualization techniques, the more employment opportunities may be available. Similarly, employers would prefer to hire employees who have knowledge and basic skills in today's latest technology. These seminars will introduce UW Tacoma students to some of the latest and most relevant computer literacy topics available. In the previous seminars, we have also been able to bring guest speakers from companies like Amazon, Wix and Microsoft. We plan to continue bringing external guests to expose UW-Tacoma students to real life examples in the working industry.

These seminars will be open to all UWT students and will provide part-time employment for three UWT students.

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.

All UW Tacoma students are eligible to sign up for all seminars.

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.

The proposed timeline is as follows:

- Recruit and hire three UWT students during the beginning of Autumn Quarter 2022.
- Plan and organize seminars during the second half of the Autumn Quarter 2022.
- Provide seminars during Winter Quarter 2023
- Provide seminars during Spring Quarter 2023

Please note: the order and structure of the seminars may change based on the availability of faculty members leading the seminars.

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.

IT requests resources to create at least three student-working positions for UW Tacoma students to work as assistants for the creation and execution of the above seminars in 2022-23. The responsibilities include:

- Assist faculty members in creating and organizing PowerPoint decks for IT Seminars
- Create, print and distribute training materials required for IT Seminars based on information provided by faculty
- Assist faculty members in creating dataset examples required for IT Seminars
- Create promotional material for seminar advertisement
- Work with CDS faculty members and IT PM in advertising seminars
- Assist faculty members during hands-on seminar sessions

The resources requested will be used to benefit students directly, including part-time employment and training materials for those who participate in the seminars.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Student Hours (3 people, 30 weeks @ 15 hrs./week)	1350	$14.49	$0.00	$0.00	$19,561.50
Benefits @ 20.4%	1350	$2.96	$0.00	$0.00	$3,996.00
Training Materials	1	$500.00	$0.00	$0.00	$500.00
Corporate Guest Speaker Stipend	2	$150.00	$0.00	$0.00	$300.00
				OVERALL TOTAL:	$24,357.50