UNIVERSITY of WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2022-03-18 10:55:20`   Date Due: `2022-03-18 12:01:00`   Date Submitted: `2022-03-18 11:13:19`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `Makerspace student employees`

Request Description: `An ongoing request to fund student employment for the Learning Commons Makerspace`

ALLOCATION REQUEST INFORMATION

Department Name: `Library`   Request Code: `22A0335`

Contact Names: `Tim Bostelle`   UW Tacoma Affiliation: `Staff`

UWT Email Address: `tbostell@uw.edu`   Phone Number: `2536924650`

Title of Request: `Makerspace student employees`   Type of Request: `Continuous / Ongoing`

Department Head Approval: ✔   Department Head: `Annie Downey`

Annual Request Information

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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 Library currently funds an IT service counter with Student employees for 39.5 hours per week. And last year the STF Committee funded an additional 960 annual hours of makerspace student employment.

Despite the pandemic, school being closed, ongoing problems with the supply chain, and the construction project, these student employees have been hard at work over the last year helping to design makerspace projects, safety protocols, teach classes, and learn how to operate the equipment safely and efficiently.

The Makerspace didn't open until Fall quarter and despite the paucity of students on campus and the ongoing pandemic, student employees have held two training sessions (3D printing and poster printing) and have course materials ready to launch training sessions on the Raspberry Pi and our vinyl cutter. These presentations will be rolled out during spring quarter as campus is expected to be "fully in-person" at that time.

In the face of many obstacles, this project has been a huge success so far. Student employees are learning how to write training materials, how to teach classes, and how to help their fellow students create fun and interesting projects in the makerspace. I would strongly encourage the STFC to not only continue this project but increase the number of hours of availability.

We are asking the STFC to fund 40 hours per week of student employment. These employees would provide coverage from 10am to 5pm on Mondays through Fridays and would have the following duties:

Training: Quarterly training for staff near the Makerspace. Library staff will need to be trained in basic operations and troubleshooting of all equipment. But this person will hold quarterly workshops that all staff (Library, TLC, and CEI) will be able to attend should they want to provide support for these devices.

Workshops: Monthly training for students on campus covering each of the different maker technologies.

Safety: Ensure that the space is safe for students and staff. Help develop and review safety policies.

Control access to equipment: limit access to the equipment to authorized students only

Maintenance of equipment: all maker technology requires periodic maintenance

Trouble-shooting: basic and advanced tech support for students using the makerspace.

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I'm going to include a little more background on the Library Makerspace here for those who are interested.

Located in the Snoqualmie building, adjacent to the CE&I and the Library IT help desk, the Makerspace is a drop-in facility for students to explore and use maker technology and build community with like-minded makers.

We have designed an inclusive Makerspace which appeals to a variety of makers, from folks who are interested in fabric arts like sewing and costume making to students who want to use the laser cutter to etch and cut a robot body. We see this space as a campus-wide resource which appeals to all students from the arts to the sciences.

Technology that these student positions support in the new Makerspace includes:

- **The 3D printer that STFC already funded**
- **Raspberry Pi kits which the STFC already funded**
- **A vinyl cutter which the Library funded**
- **A tool library which the Library funded and will have available in Spring quarter 2022**
- **A Universal Laser Systems VLS2.3 laser cutter/engraver which the STFC funded and which will be available in Spring 2022 (supply chain delays)**
- **A Brother LB7000 Sewing and Embroidery Machine which the STFC funded and which will be available in Spring quarter 2022**
- **A poster printer which the STFC funded and which is available for use right now**

These students are an invaluable resource for peer-to-peer mentoring for all student users and will extend the longevity of the machines in the space by supporting preventative maintenance and instruction on proper 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.

The makerspace is a new resource for students, and in order to fulfill the mission of the space as a peer-to-peer teaching and learning space the campus needs student employees in this space.

These student employees directly benefit from the training they receive and the projects that they work on, learning how to write safety protocols, training materials, and how to create projects in the makerspace for all levels of users.

More broadly, the entire student body benefits from staff support and workshops to educate users on how to use the machines available. Any student who wants to learn how to sew, how to use a laser cutter, how to create 3D object, will be able to attend one of these workshops and pick up a new skill or complete a project for their school work.

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 will have access to the Makerspace and the proposed student staff member during regularly scheduled workshops and office hours.

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.

These students will need to be hired immediately upon securing funding. This summer, the students will begin working with the Head of Library IT to develop their skills in the Makerspace and set a schedule for Workshops and training. In fall, when class returns the students will begin offering workshops and training to other students.

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 Library provides a head of Library IT and a Sr. Computer Specialist at the cost of 2 FTE permanent staff. The Library also funds student employment to the tune of 39.5 hours of desk time per week. The Head of Library IT and Sr. Computer Specialist both oversee the work of the Library IT student employees and provide training and supervision for the STFC funded student employees in the Makerspace.

The campus also invested a great deal of money renovating the Snoqualmie Building, creating an IT service counter and a Makerspace. The Library invests money in purchasing certain supplies for these spaces and training materials for students (for example, fabric so student employees can learn how to make a pillow case). Campus is also investing money in safety and other infrastructure needs for the Makerspace.

Universal Laser systems (the makers of the Laser which we are scheduled to get in Spring 2022) will provide 8 hours of training as well which we would want to split with the Head of IT and one of the students taking on this position.

These positions would be paid $16.84 per hour over 40 hours per week or 160 hours per month (average). Annual amount requested is $39,510.68

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Student	1920	$20.58	$0.00	$0.00	$39,513.60
				OVERALL TOTAL:	$39,513.60