



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2022-03-18 11:38:46

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

Date Submitted: 2022-03-18 11:41:50

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: TLC Writing Student Laptops

Request Description: A request for two laptops for TLC Writing center student employees so that they can help students with e-Tutoring

ALLOCATION REQUEST INFORMATION

Department Name: Teaching and Learning Center

Request Code: 22A0338

Contact Names: Tim Bostelle and Rebecca Disrud

UW Tacoma Affiliation: Staff

UWT Email Address: tbostell@uw.edu

Phone Number: 2536924650

Title of Request: TLC Writing Student Laptops

Type of Request: One Time

Department Head Approval: Department Head: Rebecca Disrud

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 writing center in the Teaching and Learning Center started offering Zoom writing consultations to students during the pandemic. This mode of tutoring has remained popular for students who want to talk live with a peer writing consultant but who find it hard to get to campus. The writing center offers Zoom appointments from 9:00 a.m. to 9:00 p.m. Monday - Thursday and 9:00-3:00 on Fridays.

The current writing center consulting room was not designed to accommodate multiple Zoom appointments. It currently has six desktop computers in one room, where all consultants work together. It is very distracting for consultants to try to conduct multiple Zoom appointments at the same time. We are requesting two laptops so that consultants could conduct Zoom appointments in breakout rooms in the library or on the main tutoring floor.

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 writing center is continually working to make writing support more accessible for students working on class assignments, research, job applications, and personal statements. We know that many students commute, work, and have care-giving responsibilities and find it difficult to come to campus for single writing appointments. Offering appointments on Zoom (in addition to face-to-face appointments and asynchronous written feedback appointments) has opened up our ability to work with students in the evenings and on weekends, which allows students greatly expanded access to writing support.

Our current writing center workspace makes it very distracting to offer multiple Zoom appointments at the same time, which limits our ability to support students who can't come into our writing center. We are asking for two laptops so that consultants working in the writing center could more effectively support students on Zoom by having the option of moving into a private, quiet breakout room or onto the main tutoring floor while conducting Zoom appointments. Currently, all consultants working on Zoom appointments must work from six desktop computers in the same room. This situation is distracting for both the consultants and the student writers they are working with. The room is noisy and it is easy to overhear conversations and lose focus. We would also like to provide student writers with a higher level of privacy for their writing appointments. Giving writing consultants the option to move into a private Zoom space with a laptop would provide them and students with better and more focused writing support on their documents and in turn better support student academic and professional success.

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.

Only peer writing consultants (who are enrolled UWT student employees) would have access to the laptops. They would use them for TLC writing center work to support other UWT students.

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.

Units will be ordered as soon as funds are released and items will be installed as soon as they are received

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 UW Tacoma Library provides a full time Head of Library IT, a full time Sr. Computer Specialist, and 39.5 hours of hourly student employment to help install, manage, and maintain the student technology fee funded equipment in the Library and TLC.

In addition, the TLC provides full time staff for tutoring, teaching, and to manage a cadre of student tutors who are on the floor to help students during office hours.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Dell Latitude 3320 - 13.3" - Core i7 1165G7 - 8 GB RAM - 256 GB SSD	2	\$950.00	\$100.00	\$100.00	\$2,200.00
OVERALL TOTAL:					\$2,200.00