



Student Technology Fee Committee (STFC) Special Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2023-11-08 17:50:22

Date Due: 2023-11-10 12:00:00

Date Submitted: 2023-11-08 18:23:46

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Special Allocation - MMLab Accessories

Request Description: Replacements for worn out, updated or missing accessories

ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Request Code: 23S0416

Contact Names: Paul Lovelady

UW Tacoma Affiliation: Not Set

UWT Email Address: lovelady@uw.edu

Phone Number: 2536925742

Title of Request: Special Allocation - Multimedia Lab Accessories

Type of Request: One Time

Department Head Approval: Department Head: Patrick Pow

Special 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 Multimedia Lab (MMLab) is located in CP 005 and a unique resource on campus that assists students with creating a wide variety of media projects. We provide one-on-one assistance with students, from every discipline and all skill levels, as they work through the process of developing their ideas.

We specialize in helping people with video editing and Photoshop, but that's just the tip of the iceberg!

We've helped RSOs make posters and t-shirts, visited and hosted classes on video and podcast production, helped with personal and coursework photo editing, research poster layouts, brochures, logos, websites, and more.

The Multimedia Lab would like to replenish some accessories.

This includes getting a new batch of mouse pads.
A handful of USB to USB-C adaptors for our newer, Mac Studios.
Purchase new headphones. Our stock have dwindled over the 5 years since we got them.
A Wacom Intuos Pro Creative Pen tablet with 3-year warranty (our STFC-purchase unit is no longer working)

2. Benefit to Students: Discuss how students have (for returning applicants) or will (for new applicants) benefit from this technology. How will additional funding of the technology benefit students?

These purchases are mostly to replace items that we can no longer use due to attrition.

The Wacom tablet was used heavily by a several students during the pandemic and a new unit would allow us to continue offering it to students for photoshop work, design and graphics.

3. Access: Describe who will be using or will have access to the resources being proposed. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

We will continue to promote these MMLab services through TV ads, DawgDen social media notifications, and upcoming resources fairs.

Located on the Pacific Avenue level of Cherry Parkes (CP 005) the Multimedia Lab is open to all registered UWT students. We are currently staffed Monday through Thursday, 10-6 and Fridays 10-3.

During midterms and the weeks leading up to Finals Week, we try to extend our hours of operation, especially Fridays to try and accommodate student schedules and deadlines.

We are primarily a drop-in lab but requests can also be made for appointments at (253) 692-5743 or tacMPS@u.washington.edu.

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.

Purchases will be made as soon as the request is approved.

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, as well as Computer Services, will install, support and maintain the items requested. All pricing quotes have been determined by consultation with Information Technology's Multimedia Services and Computer Services.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Sony Headphones	6	\$15.00	\$12.00	\$1.55	\$111.30
2-packs USB to USB-C adapters	3	\$9.00	\$5.00	\$0.93	\$34.79
Belkin Standard Mouse Pads	10	\$4.00	\$6.00	\$0.41	\$50.10
Wacom Intuos Pro Creative Pen Tablet (large)	1	\$402.98	\$20.00	\$50.05	\$473.03
3-year Drops & Spills Protection Plan for Wacom Tablet	1	\$82.99	\$0.00	\$8.55	\$91.54
OVERALL TOTAL:					\$760.76