



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2024-02-01 08:43:26

Date Due: 2024-02-07 17:00:00

Date Submitted: 2024-02-01 08:59:55

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Multimedia Lab Hardware/Software Proposal

Request Description: The Multimedia Lab would like to purchase the annual Adobe Creative Cloud license for all our editing stations as well as a table top voice recording studio.

ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Request Code: 24A0441

Contact Names: Zach Curtis

UW Tacoma Affiliation: Staff

UWT Email Address: zcurtis@uw.edu

Phone Number: 253-692-4654

Title of Request: 2024 Multimedia Lab Hardware and Software Proposal

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 Multimedia Lab (MMLab) is 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.

Our main specialties include 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 photo editing for both coursework and personal interest, research poster design, brochures, logos, websites, and more.

The Multimedia Lab would like to purchase the annual Adobe Creative Cloud license for all our editing stations to continue providing industry standard tools to all students.

We would also like to purchase a table top recording booth to help our students record cleaner audio for their projects. Students are being asked to provide recorded presentations and videos at an increased rate since the pandemic and unfortunately there aren't many locations on campus that can provide a quiet recording environment free of HVAC noise, background chatter, and passing traffic. This table top recording booth would hopefully remedy that issue.

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?

The software we are requesting would allow us to continue offering the most up-to-date, industry standard, creative software in Adobe Creative Cloud. These applications are used heavily by other programs and RSOs on campus and would allow us to maintain compatibility with them.

The Multimedia Lab is a unique space on campus that has knowledgeable staff and curated equipment to help students produce media projects. Although this is the ideal space for students to come to work on their media projects, It isn't an ideal audio recording environment without the proposed equipment.

The table top recording booth we are requesting will greatly improve the audio recorded by students in our lab. Noisy or hard to hear audio can be a difficult and sometimes impossible task to fix. By using the proposed equipment, in addition to the mics we already have in the lab, students will be able to record clear and easy to understand audio that will save them valuable time while editing their projects and also ensure that their audio is free from distractions that could interfere with the message they are trying to convey.

Software Items:

- 14 Adobe Creative Cloud licenses (12 for each of our editing stations and 2 for 2 computers in the WG 108 computer lab)

Hardware Items:

- ISOVOX Go Portable Vocal Isolation Booth

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 Multimedia Lab 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 currently staffed Monday through Thursday, 9-6 and Friday 10-3.

During midterms and the weeks leading up to Finals Week, we often 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.

Installation, upgrades, and testing will take place no later than summer 2024 and be in place for the first day of the autumn quarter

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.

Endorsements/Alternative Funding

Patrick Pow, Vice Chancellor of Information Technology.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Adobe Creative Cloud	14	\$250.00	\$0.00	\$25.75	\$3,860.50
ISOVOX Go Portable Vocal Isolation Booth	1	\$750.00	\$20.00	\$77.25	\$847.25
OVERALL TOTAL:					\$4,707.75

