



## Student Technology Fee Committee (STFC) Annual Allocation Request

### ALLOCATION REQUEST DATE INFORMATION

Date Created: 2026-01-08 13:19:35

Date Due: 2026-01-09 11:59:00

Date Submitted: 2026-01-08 18:00:35

### ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Digital Creative Student Techs - Multimedia Lab

Request Description: Student techs to work one-on-one with campus users, assisting with digital media projects.

### ALLOCATION REQUEST INFORMATION

Department Name: Media Services

Request Code: 26A0549

Contact Names: Paul Lovelady

UW Tacoma Affiliation: Staff

UWT Email Address: lovelady@uw.edu

Phone Number: (253) 692-5742

Title of Request: Creative Student Techs - Multimedia Lab

Type of Request: Continuous / Ongoing

Department Head Approval:  Department Head: Bill Fritz

## 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 collaborative, campus resource that assists students from all disciplines across campus with video productions, poster designs, media prep for class presentations, student organization projects, layout assignments, Powerpoint basics and graphic design. We offer specialized, step-by-step guidance through project workflow and the creative process, primarily instructing at the novice level, which largely comprises non-Communication majors.

The project development plan that we typically create for students includes an initial consultation, pre-production advice (if requested), post-production guidance, and distribution preparation.

We also provide campus workshops, have full class visitations, and deliver pre-production advice to classrooms when faculty reach out to us at the start of their course projects.

The Multimedia Lab at UW Tacoma provides a comprehensive service that demands not only technical expertise and creative problem-solving but also strong interpersonal and instructional skills.

### 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?

Having an experienced staff member available to students greatly benefits them, as they are guided through the sometimes-complicated process of content creation and usage of software and tools.

Additionally, by having multiple team members on hand during peak season (typically from midterms to finals, when assigned projects are often due), we can ensure users that we will be able to meet their needs.

Future student employees also benefit greatly from this program. They gain hands-on experience and develop potential career skills by working with professional IT staff.

This collaboration also enhances their UW Tacoma experience through personal and professional development.

The recent Canva and CapCut workshops, as well as creation of content for our social media and Youtube channel, are excellent examples of the collaboration between IT staff and student employees to develop professional content.

**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.**

Located on the Pacific Avenue level of Cherry Parkes (CP 005), the Multimedia Lab is available for drop-ins or appointments to all registered UWT students.

We are currently staffed Monday through Thursday, 10am-6pm and Fridays 10am-3pm.

This proposal will help us offer adaptability if increased hours are needed. It will also provide us with flexibility to staff more student techs for quarterly peak usage.

We routinely advertise our services and workshops through DubNet, the Grit List, our social media and the campus TV advertising.

At the start of every quarter, notices also go out to faculty so they can connect their students to the MMLab for class assignments.

**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.**

This proposal would begin summer quarter 2026 and carry through spring quarter 2027.

**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 also has a staff member dedicated to the MMLab for twenty-four hours each week, Monday – Thursday, to support the student techs and train them.

We also currently employ four, STFC student employees to help us assist campus, Mondays-Fridays.

Information Technology provides all student tech training, guidance, scheduling, computer/software installations, updates, maintenance, and troubleshooting for the Multimedia Lab.

**Funding Request Items**

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Creative Student Tech - Hourly Rate	2100	\$17.63	\$0.00	\$0.00	\$37,023.00
Creative Student Tech - Benefits @23.5%	2100	\$4.14	\$0.00	\$0.00	\$8,694.00
OVERALL TOTAL:					\$45,717.00