UNIVERSITY *of* WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2024-02-02 07:45:55` Date Due: `2024-02-07 17:00:00` Date Submitted: `2024-02-02 08:02:46`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Multimedia Lab Creative Techs

Request Description: Students techs to offer 1-on-1 assistance with media tools and software for campus

ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Contact Names: Paul Lovelady

UWT Email Address: lovelady@uw.edu

Title of Request: Creative Multimedia Lab Student Techs

Request Code: 24A0451

UW Tacoma Affiliation: Staff

Phone Number: 2536925742

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?

We assist students from all disciplines across campus with their video productions, poster designs, media prep for class presentations, student organization projects, layout assignments, Powerpoint basics and graphic design, to name a few.

The Multimedia Lab (MMLab) is a specialized, collaborative lab that has a steep learning curve for many students.
Having staff on-hand, for 1-on-1 support, allows us to guide users, step-by-step, through their creative process and project workflow.

In fact, we are primarily instructing at the novice level since most of our student population comprises of non-Communication majors.

The typical project development plan that we create for students generally consists of an initial consultation, guidance through the post-production phase and preparation for distribution.
We often provide pre-production advice when classes reach out to us prior to the start of their projects or student drop-in asking how to proceed with recordings/photography.

The service skills our Multimedia Lab techs need are comprehensive and technical, but they also provide creative problem solving and a significant amount of 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?

This proposal will greatly benefit our students by providing an experienced staff member at their side for extended periods.
It will also assure users that we'll have multiple team members available during peak season. This is typically from mid-terms to finals, when assigned projects are often due.

The benefits to future student employees are great as well.
Not only will they work with professional IT staff members for personal development that can enhance their UW Tacoma experience, but also provides them hands-on experience for potential career skills.
A great example of this, is the collaboration between the IT staff and student employees who developed detailed, professional content for our recent Canva workshops or are producing content for our social media and Youtube channel.

Our Youtube playlists can be viewed at:

https://www.youtube.com/user/uwtacomammlab

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, 9AM-6PM and Fridays 10AM-3PM.

This proposal will help us strengthen our current hours and offer adaptability for increased hours (most likely evenings and possibly longer Fridays).
It will also provide us with flexibility to staff more student techs for quarterly peak usage.

We routinely post messages and updates through DubNet, the Grit List, our social media and the campus TV advertising regarding our services and workshop opportunities.
At the start of every quarter, notices also go out to faculty so they can connect us to their students 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.

Student tech hours supported by this proposal would begin summer quarter 2024 and carry through spring quarter 2025.
Thank you to STFC for supporting this service four our students. This will be the 15th year of our support!

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 16 hours a week, Monday – Thursday, to support the student techs, provide skill-building assignments and train them.
We currently employ four, STFC-supported student employees for mornings, afternoons, early and Fridays.

Information Technology provides all computer/software purchases, installations, updates, maintenance, and troubleshooting of STFC hardware.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Multimedia Creative Tech - Hourly	2400	$16.50	$0.00	$0.00	$39,600.00
Multimedia Creative Tech - 23.5% Benefits	2400	$3.88	$0.00	$0.00	$9,312.00
				OVERALL TOTAL:	$48,912.00