



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

### ALLOCATION REQUEST DATE INFORMATION

Date Created: 2020-02-28 10:40:13

Date Due: 2020-02-28 17:00:00

Date Submitted: 2020-02-28 11:20:44

### ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Student Equipment Checkout / Replacements

Request Description: Request to supplement existing STF checkout pool, as well as add new items, backed by student requests.

### ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Request Code: 20A0249

Contact Names: Tim Kapler

UW Tacoma Affiliation: Staff

UWT Email Address: tkapler@uw.edu

Phone Number: 253-692-5711

Title of Request: Student Equipment Checkout / Replacements

Type of Request: One Time

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?**

This proposal is a continuation of the equipment available in the STF Student Equipment Checkout pool, as well as backup and replacements for previously purchased equipment. It contains both updated models on previous requests, due to popularity and quantity demands, as well as new models and categories, due to feedback from the students on equipment capabilities and expectations.

**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 first item is a request for a lighter digital camera kit, due to student feedback and requests. Our previous model Nikon kits are still available, though are larger, heavier and contain additional parts that may not be needed in every situation. This kit contains a digital mirrorless camera, a kit lens, and a fast prime lens to be able to shoot in a variety of lighting situations without needing to carry additional equipment. The image quality and sensor size is the same as existing equipment, but in a smaller footprint.

The Canon VIXIA video cameras are an ongoing popular item. This will add additional cameras for availability, as well as updating to the most current model.

The Sennheiser wireless microphone kits, as well as the Yeti USB and Zoom digital audio recorders are also requested to update older / discontinued models in the current checkout pool. The Zoom recorders provide a simple recorder that can be used for a variety of uses, including lecture capture and audio / video production. The Yeti USB microphone is an improved quality to previously purchased USB models.

The Epson data projector models would provide the students with their first Full HD available model, as well as provide a much more affordable lamp cost replacement versus previously purchased items. A variety of devices can be connected for student presentations, self-guided events and personal home usage.

VR and 360 video has proliferated the market, and with the Insta360 request, this would give students access to the ability to create this content. The technology is used in a wide array of fields, from educational content to medical practices. This kit provides the most flexible and highest quality at an entry price point.

For the last new line item, a popular request that has come through the Helpdesk is for gimbals. These can be used with the majority of smart phones and provides stabilized and professional looking video footage without the need for additional expensive equipment.

The remaining equipment list is for replacement and backup equipment for the most commonly used accessories.

**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.**

All currently registered students will have access to this and other previously approved STF equipment. The equipment is available at the IT Helpdesk, located in the WG 108 Computer Lab. The current checkout duration is one week, with no reservations, to ensure equipment availability. Due to the increase in faculty assigned production products, there has been a larger demand for the existing equipment inventory. This proposal would provide a supplement to times of higher demand, as well as changing standards. As per Joshua Gibson, Client and Technical Services Manager, there were 723 equipment checkouts in the last year.

**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.**

If funding is provided, equipment can be ordered, received, tested, inventoried and deployed in a few weeks. The Summer Quarter provides the Student Technicians time to familiarize themselves with the new equipment, to be able to assist student requests and inquiries on usage. Full equipment deployment would be available in Fall 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.**

The STF Checkout Equipment is managed by the IT Helpdesk, with the positions held by STF-funded Student Technicians. They provide assistance for equipment checkout, basic training and maintenance, including charging and cleaning. Additional support for post-production, as well as more advanced equipment usage is available in the CP 005 Multimedia Lab. Media Services staff is always available for additional assistance, including more involved checkout equipment usage, planning for event support and any technical issues that may arise. Information Technology has the WebCheckout system, which provides check-in, check-out, inventory, statistics and notification capabilities.

Equipment prices have been provided with a relatively safe amount, to account for price and model fluctuations. As with previous proposals, the purchase price could be lower than the requested amount.

## Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Sony Alpha A6000 Mirrorless Digital Camera w/16-50mm Kit	3	\$700.00	\$0.00	\$71.40	\$2,314.20
Sony NP-FW50 Spare Battery	3	\$70.00	\$0.00	\$7.14	\$231.42
Sony BC-TRW Battery Charger	3	\$60.00	\$0.00	\$6.12	\$198.36
Sony Protective Camera Case	3	\$35.00	\$0.00	\$3.57	\$115.71
Sony E 35mm f1.8 OSS Lens	3	\$500.00	\$0.00	\$51.00	\$1,653.00
Sandisk 64GB Extreme Pro Class 10 SD Card	3	\$30.00	\$0.00	\$3.06	\$99.18
Canon VIXIA HF G50 UHD 4K Camcorder	8	\$1,100.00	\$0.00	\$112.20	\$9,697.60
Canon BP-820 Spare Battery	8	\$60.00	\$0.00	\$6.12	\$528.96
Canon Protective Camcorder Case	8	\$60.00	\$0.00	\$6.12	\$528.96
Sandisk 64GB Extreme Pro Class 10 SD Card	8	\$30.00	\$0.00	\$3.06	\$264.48
Insta360 ONE R Twin Edition 360° Video Camera	3	\$600.00	\$0.00	\$61.20	\$1,983.60
Insta360 ONE R Battery Base	3	\$40.00	\$0.00	\$4.08	\$132.24
Rugggard Protective Case	3	\$30.00	\$0.00	\$3.06	\$99.18
Insta360 Bullet Time Accessory Bundle	3	\$70.00	\$0.00	\$7.14	\$231.42
Insta360 ONE R Mounting Bracket	3	\$30.00	\$0.00	\$3.06	\$99.18
Sandisk 128GB Extreme microSD Card	3	\$35.00	\$0.00	\$3.57	\$115.71
Sennheiser Wireless Microphone Kit	2	\$900.00	\$0.00	\$91.80	\$1,983.60
Shure VP64A Handheld Microphone	2	\$90.00	\$0.00	\$9.18	\$198.36
Sennheiser CC3 Protective Case	2	\$70.00	\$0.00	\$7.14	\$154.28
Zoom H1N Digital Audio Recorder	10	\$130.00	\$0.00	\$13.26	\$1,432.60
Zoom Protective Case	10	\$40.00	\$0.00	\$4.08	\$440.80
Sandisk 32GB Extreme microSD Card	10	\$15.00	\$0.00	\$1.53	\$165.30
Epson Full HD Portable Data Projector	3	\$700.00	\$0.00	\$71.40	\$2,314.20
Epson Spare Lamp	3	\$70.00	\$0.00	\$7.14	\$231.42
Epson Protective Case	3	\$35.00	\$0.00	\$3.57	\$115.71
Blue Yeti USB Microphone	2	\$150.00	\$0.00	\$15.30	\$330.60
Protective Microphone Case	2	\$35.00	\$0.00	\$3.57	\$77.14
DJI Osmo Mobile 3 Smartphone Gimbal Kit	6	\$150.00	\$0.00	\$15.30	\$991.80
Nikon SB-700 Speedlite Flash	4	\$400.00	\$0.00	\$40.80	\$1,763.20
Sandisk 64GB Extreme Pro Class 10 SD Card	10	\$30.00	\$0.00	\$3.06	\$330.60
VidPro TC27 Tripod Case	8	\$20.00	\$0.00	\$2.04	\$176.32
Nikon MH-24 Battery Charger	2	\$60.00	\$0.00	\$6.12	\$132.24
Nikon MH-23 Battery Charger	2	\$60.00	\$0.00	\$6.12	\$132.24
Nikon EN-EL14A Spare Battery	4	\$60.00	\$0.00	\$6.12	\$264.48
Canon BP-820 Spare Battery	4	\$60.00	\$0.00	\$6.12	\$264.48
Nikon Lens Case (small)	5	\$20.00	\$0.00	\$2.04	\$110.20
Nikon Lens Case (large)	5	\$20.00	\$0.00	\$2.04	\$110.20

Nikon Lens Cap	10	\$20.00	\$0.00	\$2.04	\$220.40
Nikon Body Cap	10	\$15.00	\$0.00	\$1.53	\$165.30
Nikon Rear Lens Cap	10	\$15.00	\$0.00	\$1.53	\$165.30
Canon STV-250N Video Cable	4	\$25.00	\$0.00	\$2.55	\$110.20
HDMI to Mini-HDMI Cable	10	\$15.00	\$0.00	\$1.53	\$165.30
TrippLite RCA to 1/8" Audio Cable	5	\$10.00	\$0.00	\$1.02	\$55.10
USB Cables (miscellaneous)	30	\$25.00	\$0.00	\$2.55	\$826.50
Video Cables (miscellaneous)	8	\$15.00	\$0.00	\$1.53	\$132.24
Replacement Parts (miscellaneous)	10	\$25.00	\$0.00	\$2.55	\$275.50
OVERALL TOTAL:					\$32,128.81