



# Student Technology Fee Committee (STFC) Annual Allocation Request

### ALLOCATION REQUEST DATE INFORMATION

Date Created: 2020-02-27 16:03:42

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

Date Submitted: 2020-02-27 16:55:55

### ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Center for Student Involvement Adobe Creative Cloud

Request Description: This request is for funding the Adobe Creative Cloud License for the Center for Student Involvement.

### ALLOCATION REQUEST INFORMATION

Department Name: Center for Student Involvement

Request Code: 20A0242

Contact Names: Zvon Casanova

UW Tacoma Affiliation: Staff

UWT Email Address: zvon@uw.edu

Phone Number: 2536924937

Title of Request: Center for Student Involvement Adobe Creative Cloud

Type of Request: Continuous / Ongoing

Department Head Approval:  Department Head: Bernard Anderson

## 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 Center for Student Involvement operates as a central location of resources and services for student organizations. Additionally, with the space being an open-print station (funded by STFC), we see a large number of non-RSO students who utilize the space – to work on and print homework, class notes, projects, and more. For the past two years, STFC funded us to have the Adobe Creative Cloud programs installed on two computers in our Center. We are asking for this funding to continue for next year. We have seen many students and student organization utilize the programs this year so far.

**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.**

For student organizations, having these programs available in the space where we provide the rest of their services (advising, printing, equipment check-out, etc.) is a huge benefit for the groups. They are able to utilize the programs to design and create things such as their promotional materials and event flyers. Additionally, since our Center is open to all students and is an open-print station, this allows all students to utilize the programs, as well. This expands the availability of these programs on campus.

**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 student organizations and UW Tacoma students are able to use the programs. They are currently installed on two computers in our Center.

**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 approved, the current software license would be renewed for another year.

**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 IT department would be responsible for installing and updating the programs on the computer. The Center for Student Involvement staff would direct students to the computers they are located. For students that require training or more in-depth answers to questions regarding use of the programs, we would direct them to the Media Lab on campus.

### Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Adobe Creative Cloud License (includes 10% buffer for inflation)	2	\$256.00	\$0.00	\$0.00	\$512.00
OVERALL TOTAL:					\$512.00