



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2020-02-24 09:56:06

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

Date Submitted: 2020-02-27 08:42:05

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: 2020-21 Multimedia Lab Student Employees

Request Description: Student wages to support MMLab and UWT student use

ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Request Code: 20A0219

Contact Names: Paul Lovelady

UW Tacoma Affiliation: Not Set

UWT Email Address: lovelady@uw.edu

Phone Number: 2536925742

Title of Request: 2020-21 Multimedia Lab Student Employees

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?

The Multimedia Lab (MMLab) is a specialized, collaborative lab that can have a steep learning curve. Having student staff on-hand allows us to guide campus clients, step-by-step, through their process and project workflow.

We assist students from all disciplines across campus with their video projects, poster designs, media prep for class presentations, layout assignments, Powerpoint basics and graphic design, to name a few. In fact, our student population primarily comprises of non-Communication majors, so we are instructing mostly at the novice level.

Currently, Information Technology supports the MMLab by providing on-site staff for technical and creative assistance.

Thanks to last year's STF Committee, we employed nine students over the last academic year for additional support. As students graduate throughout the quarters, this funding allows us to bring in and train new staff.

The funding also allowed us to maintain our current schedule of 9AM to 6PM, M-Th and 10AM to 3PM on Fridays – as well as the occasional extended hours during peak times of the quarter (class workshops, midterms and finals weeks) when increased student visitation creates a greater demand for our services.

For Autumn through Spring quarters, we would like to supplement IT's staff hours with up to 70 student hours a week. With this year's request, we plan to staff multiple students per shift, remain flexible for student peak usage and provide training and learning opportunities to our new MMLab staff.

We also wish to continue our summer, Production Bootcamp project by having two students employed during the summer quarter for 300 hours. These students will assist campus in June, July and August and provide more pre-production and hands-on camera experience by putting them through a production "bootcamp."

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.

This proposal will greatly benefit our students by providing a full-time, IT staff member at their side for greater time and offering more options for busy, academic schedules. Fridays can be a busy day as projects are often due at the end of the week and our busiest "season" of each quarter is generally from mid-terms to the finals week when course assignments are due. We would also like to consider opening on a few Saturdays with limited hours, or more likely, by appointment-only.

Not only will this proposal allow us to flex or extend hours when needed, it will also guarantee multiple assistants during peak times. Students frequently underestimate the needed time for media projects and often arrive with little time before their due dates. These deadline surges can be very intense and requires overlap of staff to meet the support demands. All efforts are made to ensure that, most of the time, two students work in tandem for improved support and teamwork.

The benefits to future student employees are great as well. Not only will they work with professional IT staff members to develop and refine a skill set that can enhance their UW Tacoma experience, but also provides them hands-on experience for potential careers. A great example of this, most of our students entered the #IHeartUWLibraries video contest last spring. Our team took the grand prize and third place! Watch the videos - <https://www.youtube.com/watch?v=K9X9FrEXZ0s&list=PLVQ3aPZNFf0F1moNH144v251B2c0X6eAV&index=4>

IT staff and student employees also collaborate to produce detailed, professional content for the Multimedia Lab Youtube channel and our Facebook and Instagram feeds.

The service the Multimedia Lab offers to UW Tacoma is comprehensive and involves technical abilities, but also creative problem solving and a significant amount of interpersonal and instructional skills.

The typical project development plan that we create for students generally consists of an initial consultation, the post-production phase and preparation for distribution.

Classroom projects bring students from every program on campus to our "crossroads" here in the Multimedia Lab and it is a great opportunity to meet and greet people from every discipline.

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.

Located on the Pacific Avenue level of Cherry Parkes (CP 005) the Multimedia Lab is open to all registered UWT students. We are currently staffed Monday through Thursday, 9-6 and Friday 10-3.

As mentioned above, we directly support student course work but also see many students who present with non-course-related projects – dubs of family events, enhancement of personal pictures, student worker projects for other offices, homemade music videos, etc.

This proposal will help us to hire and train students to meet demands, potentially open our doors for more hours (most likely evenings, longer Fridays, and other appointment-only times), and to be flexible with scheduling student employees during peak usage.

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 2020 and carry through spring quarter 2021.

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 provides support for the Multimedia Lab. IT staffs the MMLab for 20 hours a week, Monday – Thursday. We also currently employ six, STFC-supported student employees for afternoons, overlap hours during the week, and Fridays.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
MMLab - Student Worker Hours (Fall '20 - Spring '21) + benefits	2450	\$16.67	\$0.00	\$0.00	\$40,841.50
MMLab - Student Worker Hours (Summer '20) + benefits	300	\$16.67	\$0.00	\$0.00	\$5,001.00
OVERALL TOTAL:					\$45,842.50