Student Technology Fee Committee (STFC)
Annual Allocation Request

UNIVERSITY *of* WASHINGTON
TACOMA

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2025-02-04 12:31:22` Date Due: `2025-02-07 12:00:00` Date Submitted: `2025-02-04 12:35:34`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `Basic Computer Literacy Education`

Request Description: `Request for continued funding of UWT Information Technology's Basic Computer Literacy Education program.`

ALLOCATION REQUEST INFORMATION

Department Name:	Information Technology	Request Code:	25A0478
Contact Names:	Caitlin Chavez-Moats	UW Tacoma Affiliation:	Staff
UWT Email Address:	moatsc@uw.edu	Phone Number:	2536925972
Title of Request:	Basic Computer Literacy Education	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?

In the last ten years, academia has turned to more and more technological solutions and programs to aid students, staff, and faculty in their learning and work. Students submit most coursework online via Canvas, watch lectures remotely using Zoom, and use a variety of different productivity tools to produce their work. Even employees whose position does not constitute the regular use of a computer (facilities, campus safety, etc.) requires that they have some basic understanding of how to use a computer; they may be required to submit hours on Workday, or create logs of incidents.

While most are adept at navigating this technological landscape, we have many members of our community who do not have the skills or experience using basic computer applications (Microsoft Word, Google Docs, Email, etc.) or even the skills to use a desktop computer itself.

To help decrease this gap, UW Tacoma Information Technologies has recently purchased access to Northstar Computer Literacy (https://www.digitalliteracyassessment.org/). This is software that is produced by Literacy Minnesota that assesses a user's proficiency in different technology areas, such as email, navigating the web, using a computer, and other areas. The software then takes the results of the assessment and walks students through self-service modules related to their areas of weakness. Furthermore, included in the purchase of this software is a Computer Literacy curriculum that can be used for either 1:1, in-person tutoring on computer topics or for offering larger classes. You can find a composite review of the software at https://www.merlot.org/merlot/viewCompositeReview.htm?id=1307434.

With this information in mind, the UW Tacoma Information Technology department is asking STFC to fund the expenses of $7905.20 (excluding tax) for the 2025-2026 academic year to hire two students as Computer Literacy Specialists. The role of these specialists would be to work with UW Tacoma affiliated community members to expand their skills and access to basic technology. Student staff will be stationed at the IT Helpdesk and be available to administer the appropriate Northstar assessment(s) to a learner, interpret the results of those assessments, and offer education on the skill utilizing the curriculum provided by Northstar. Northstar is available already to learners who feel they have enough skills to navigate online learning. This program was started during the 2024-2025 academic year as a pilot program and the students currently employed by this program have been engaging in outreach to promote computer literacy. We have had usage of the Northstar program, but have not seen learners in the lab as of time of writing. For the 2025-2026 year, we intend to further promote the program within academic spaces with hopes that we can drive engagement to the space.

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?

By staffing our spaces with a Computer Literacy Specialist, UWT IT is able to greatly expand the accessibility of this service to learners who may not benefit from self-service learning, such as those struggling with the most basic use of computers or learners who know English as a secondary language. Additionally, by offering the services of a Computer Literacy Specialist, learners who may do well with online learning but need additional instruction or clarification beyond what Northstar's self-service modules can offer can ask questions and further improve their knowledge.

This would be particularly impactful to students from socioeconomic backgrounds that did not allow for regular access to technology.

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.

Access to in person assistance would be accessible to all University of Washington Tacoma students, staff, and faculty. This program was started during the 2024-2025 academic year as a pilot program and the students currently employed by this program have been engaging in outreach to promote computer literacy. We have had usage of the Northstar program, but have not seen learners in the lab as of time of writing. For the 2025-2026 year, we intend to further promote the program within academic spaces with hopes that we can drive engagement to the space.

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.

After this request is approved and funds are made available, we would use this timeline:

- August 2026 - Rehire/hire new student workers and begin training, advertising, and outreach
- Fall Quarter 2026 – Reopen in-person assistance for Basic Computer Literacy Education at the start of the 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.

We are requesting that we hire 1-2 students for a total of 12 hours a week to be available to provide hands on assistance and training to individuals who need support in growing their basic computer skills. We are also requesting marketing funds to print promotional materials for greater visibility around campus.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Student Hours	360	$16.66	$0.00	$0.00	$5,997.60
Benefits at 23.5%	360	$3.91	$0.00	$0.00	$1,407.60
Marketing	1	$500.00	$0.00	$0.00	$500.00
				OVERALL TOTAL:	$7,905.20