

2009 Student Technology Fee Proposal Form

Title of Project: Upgrade Video Editing Capability

Department/Organization: Fairhaven College of Interdisciplinary Studies

Name(s) of Project Applicant(s)

Name **Dean Roger Gilman MS 9118**

Phone **x4900**

Name **Mark Miller IT Manager MS 9118**

Phone **x7407**

Name MS

Phone

Name MS

Phone

Principal Contact person:

Name **Mark Miller**

Phone **x7407**

Amount Requested for project: \$37,972.80

Contribution by Requesting Organization:

Important note: Before completing this form, please read the Proposal Form Instructions located on the STF website:

<http://www.wvu.edu/stf/>

I. Project Abstract

Give an overview of existing environment, and summarize the items being requested. Include a brief explanation as to how the requested technology will improve student access to technological resources and/or enhance the *quality* of the student academic experiences through the use of technology and/or increase the *integration* of technology into the curriculum.

Student interest at Fairhaven College in all aspects of video communication and production continues to grow at a remarkable pace. Likewise, the number of classes at Fairhaven which involve video has grown as well. Some students specifically come to Fairhaven in order to be able to create Interdisciplinary Concentrations in multiple aspects of video communication. Many students include video production in their Concentrations as a skill to use in combination with some other area such as history, anthropology, political science, or environmental studies. Even more students simply devise class projects or Independent Study Projects which involve video. Some classes such as *Intro to Video Production* involve every class member in production and editing. Others such as *Theatre/Film Production*, *Performance Art* and *Scriptwriting* use video recording equipment for both instructional and documentation purposes. Fairhaven has developed a reputation on campus of being a good place to learn video, and many students come from other colleges on campus to take advantage of video opportunities at Fairhaven. Within a college where a student can major in any topic, 12% of our majors have Video/Film as a key component of their degree.

The exceptionally popular and successful video program at Fairhaven College would not have been possible without a generous STF grant awarded in 2001 and 2005, which enabled the purchase of digital cameras, digital editing equipment and software, other various support equipment. Our students' demand of this medium has become so great

that we are going to give up a precious faculty office and this will double the space of our video edit room. Currently *all* of this equipment is in near constant use. Since our last SFT award we have supplemented and upgraded some of this equipment, but we are currently faced with a need to upgrade the three Macintosh computers and the associated video editing software that form the core of our video editing capability.

Fairhaven requests a relatively moderate grant of \$38,000 in order to be able to accomplish this upgrade of the equipment essential to our video program. The three older Apple G5 computers from our current video edit room will be moved into our Art Studio, which currently has three iMacs, to give us a total of 6 in that room. This will greatly enhance our ability to instruct using graphics/design software in our Art classes.

This STF grant will enable students to continue learning video editing and production with up-to-date software and equipment, enabling them to integrate video into their educations and their classes—with the added benefit of having their faculty close at hand as well as our full-time Information Technology Manager to provide support.

II. Relationship to STF Objectives and Impact upon existing Academic Programs

Describe your proposed project in detail. Tell us how it will provide positive benefits to specific courses or instructional programs.

1. From a **student perspective**:

- a. How would this project provide additional student access to technological resources?

Fairhaven College of Interdisciplinary Studies has a joint Technology Committee made up of students, faculty, and staff representatives. This committee solicited input from students, faculty, and staff regarding the technology needs of the students at the college before preparing this proposal. New and additional video equipment has once again topped our priorities. The equipment requested in this proposal fulfills all three published objectives of the STF program; Access, Quality and Integration. If funded, this proposal will have significant benefit to a relatively large number of students at a relatively low cost.

The digital video world is ever advancing and more students are coming to college with the expectation of up-to-date equipment. It is time to upgrade to High Definition and we need to prepare our students to meet the new challenges this presents. To accomplish this we need faster computers with more storage! Because so many students are learning video editing at Fairhaven, this grant will result in many students gaining access to essential video editing software, allowing them to learn with up-to-date equipment and software—the kind of setup they are likely to encounter in graduate school or the workplace.

Currently the Student Technology Center digital editing suites are heavily utilized, particularly around the end of the quarters when student projects are due. Soon, the Student Tech Center will only be offering Final Cut Express, a junior version of Final Cut Pro. Other editing setups in the Art Department, the Communication Department, and Huxley College are reserved for

particular classes and are not available to Fairhaven students or non-Fairhaven students in Fairhaven classes.

- b. How would this project broaden or enhance the quality of the student's academic experience through the proposed technology?

Most Fairhaven classes require a class project. Increasingly students are choosing video as the medium for presenting their projects. In addition, Fairhaven students altogether do over 600 Independent Study Projects each year, many of which involve video, graphic, or photographic work. Those Fairhaven students (approximately 100 per year) who design their own Interdisciplinary Concentration must also do a Senior Project. Increasingly, students who have the technological tools at their disposal are devising creative projects with those tools, from trying out desktop publishing, to making videos, to creating music, theater, or multi-media presentations. As noted above, Fairhaven attracts many students interested in video communication, who increasingly require access to digital cameras and up-to-date editing equipment. Experience has shown that if the tools are available, the more adventurous and creative students (and professors!) will find ways to use them. The new computers in combination with the latest editing and graphics software provide ease of use, remarkable versatility, and the possibility of a highly professional finished product. These benefits in turn provide a lower access threshold for students who are new to using video technology. All of the proposed equipment will enhance the possibilities for creative projects, "enhancing the quality of the student's academic experience" (Objective B) and "increasing the integration of technology into their coursework" (Objective C). Moreover, it is clear that providing ready access to up-to-date editing equipment directly fulfills Objective A: to "provide additional student access to technological resources and equipment they need to maintain and enhance their technological competency as it relates to their academic endeavors."

Our previous STF proposals for the grants that enabled the purchase of our existing equipment made a strong case that this equipment would "provide additional student access to technological resources and equipment they need to maintain and enhance their technological competency." The best indication of the benefit of this equipment from a student's perspective is the constant use of that equipment by students, often including evenings, early mornings and weekends. Our proposed equipment upgrade will not only enable us to maintain current levels of access for students, but will actually enhance their technological competency by making available to them the latest video editing and motion graphics software.

- c. How would this project integrate technology into coursework?

Most Fairhaven classes require student projects, often done collaboratively. Increasingly these projects are using video as their medium rather than term papers or PowerPoint presentations. In addition, Fairhaven registers over 600

Independent Study Projects each year; we estimate that ten to fifteen percent of these projects currently make use of video equipment.

2. From a **faculty perspective**, explain how this project will enhance your ability to help students meet their educational goals.

The Fairhaven faculty continuously place "video" as a high priority area due to student interest. In response to meeting our students educational goals we have recently mediated all of our classrooms, added three new video workshops this summer; *Video Podcasting, Lighting for Video and Acting for the Camera*. As well as planning to add a Documentary and intermediate Production classes into our curriculum. Enrollments for current Video Production classes would also be increased from 10 up to 20 students each quarter if we had the equipment to support more students.

3. Will other departments be involved with this project? If so, please describe.

While other departments will not be administratively involved with this project, their students will benefit, as they already do, by being able to make use of the equipment available in the Fairhaven video editing room.

4. Has any part of this project previously been funded by STF?

No Yes (Please describe):

Existing Mac G5s with software were purchased with funds from an STF grant in 2005. We plan to offer new photography and graphic design classes and these machines to be move into our art studio beginning Summer 09

III. Utilization

1. Please list the anticipated number of times and duration per each use, per quarter, that the proposed technology will be used by students.

Students will have 24/7 access to the equipment with on-site tech support Monday through Friday 8am to 5pm. Professional rule-of-thumb for editing is one hour of editing for one minute of edited footage. Students not at the professional level can easily take more time to edit, so for one five minute video a student can be in the edit room for 5 to 10 hours. We currently have 12 students in FAIR 275B Intro to Video Production and they produce 4 five-minute projects and a group music video each quarter. So for just this one class this quarter we have 48 five-minute long projects and 1 music video for a total of about 240-300 editing hours. We have at least 90 Independent Study Projects that utilize video and they can easily spend 40+ hours editing their video for a total of at least 3600 editing hours per year. Students typically spend 2 to 4 hours at a visit when they edit and the edit room is overbooked at the end of each quarter.

IV. Project Budget

This section of the proposal details the estimated cost of the project. Please include costs that will be covered by your department or another source, for ongoing costs such as personnel or operating expenses.

To assist you in preparing your budget, please consult with relevant campus support departments (ATUS, Purchasing, Space Administration, etc.) For more information, see this page on our website: <http://www.wvu.edu/stf/instructions.shtml>

ATUS has developed standard configurations for desktop and laptop PCs and Macs. Your project is not limited by these standards, but these figures may be helpful. Standard configurations can be found on the Student Technology Fee website: <http://www.wvu.edu/stf/instructions.shtml>

Please complete all of the following sections (attach Excel spreadsheet for any additional details).

Item	Quantity	Item Cost	Total
iMac, 24-inch, 2.8GHz Intel Core 2 Duo Part Number: Z0FF 2.8GHz Intel Core 2 Duo 4GB 800MHz DDR2 SDRAM - 2x2 GB 320GB Serial ATA Drive NVIDIA GeForce 8800 GS w/512MB GDDR3 iWork '08 preinstalled Aperture preinstalled	6	\$2,219.00	\$13,314.00
Apple Care Protection Plan	6	\$119.00	\$714.00
Final Cut Studio 2 Academic	6	\$699.00	\$4,194.00
Adobe CS4 Production Premium	6	\$408.00	\$2,448.00
Sony HVR M15U Compact Desktop HDV/DVCAM/ DV VTR, 1080i record	6	\$1740.00	\$10,440.00
GGI All-in-one USB 2.0 Card Reader	6	\$16.00	\$96.00
Bose® Companion® 2 Series II Multimedia Speaker System	6	\$99.00	\$594.00
G-Tech 500GB G-DRIVE Q Quad Interface Hard Drive	12	\$200.00	\$2,400.00
Sub total			\$34,200.00
Shipping (taxable)	Free	Free	Free
Tax (8.4%)			\$2,872.80
TOTAL			\$37,972.80

We recognize your proposed budget as an estimate. Final funding for successful projects will be established after through technical review; some costs may need adjusting due to price changes.

The STF Committee may impose special conditions may upon a project. See Sections B.7 & B.9 of the STF Mission Statement <http://www.wvu.edu/cms/WWU.STF/mission.html>

1. What funding is available from your department or other sources?
Not Applicable

2. Could this project be divided into discrete elements that could be funded separately?

No **Yes** Please summarize and prioritize project segments with cost estimate for each segment.

We are requesting six complete editing stations. A complete upgrade of existing editing equipment avoids students competing for, and having to learn how to use, two different generations of equipment and software. Nevertheless, any portion of the requested equipment would be most welcome and well utilized. The following table shows project segments in order of priority, with a cost estimate for each segment.

Priority	Segment	Segment Cost	Running Toal
1	First 3 editing stations	\$18,536.40	\$18,536.40
2	Second 3 editing stations	\$18,536.40	\$37,972.80

3. Are lab fees charged for any of the courses that will use this equipment?

No **Yes** If yes, please note: the total funding requested from the STF must reflect the amount collected from course fees for equipment replacement and/or equipment acquisition. All proposals asking for course fees will be reviewed by the Academic Budget Office.

Most Fairhaven courses have nominal course fees used primarily for copying costs and materials costs. In particular, there is a \$40 course fee for *FAIR 275b: Intro to Video Production*, which is used for materials and equipment maintenance.

V. Impact on Existing Resources

The proposal should address your project's potential impact on existing resources. Special attention should be given to impact on data transmission networks (e.g. sources accessed, networking equipment, etc.), and personnel (e.g. staffing, administrative support, faculty support, etc.).

Any proposal that includes the replacement of computers should specifically address the feasibility and cost effectiveness of upgrading the computers rather than replacing the computers.

1. Describe how existing equipment is used. Contrast this to projected use if your project was funded.

Existing editing equipment, which is heavily utilized, would be replaced by the faster, easier to learn, more versatile equipment requested. Existing equipment would be moved to the Fairhaven art studio. Administrative support is not expected to change significantly. Network utilization will not change.

2. Is similar equipment or technology available elsewhere on campus—such as the Student Technology Center, Classroom Services, Video Services, Western Libraries, a college lab? If so, please describe why the existing equipment doesn't meet the needs outlined in this proposal.

There are currently six Mac based video edit stations that will only be running Final Cut Express, not the full version of Final Cut Pro, in the Student Tech Center on main campus, six stations for potentially 13,000 students. The six new stations at Fairhaven will have better software and the benefit of having faculty and professional tech support on site.

3. If this project involves the replacement of equipment:
- a. Describe the 'before and after' configuration changes. A spreadsheet reflecting these changes can be attached.

See question 1 above.

- b. Describe the costs and benefits of replacing vs. upgrading (if applicable).

The new Apple computers are Intel Core 2 Duo and are much faster than the current G5 computers we have now. A G5 cannot be upgraded to be functionally equivalent to a Intel Core 2 Duo. Moreover, we are eager to make use of the liberated G5s for other more appropriate uses.

4. Will this equipment be available to students outside your department?
No Yes

5. If the proposed technology will be used by students outside your department, please describe how they would gain access, how the availability of the equipment will be publicized, the hours/week when the equipment will be available, and any costs that would apply.

We expect present usage policies and procedures to continue. These policies require reserving the editing stations in advance during the times of highest usage, and being "checked out" on the equipment before receiving use privileges. Similar policies apply to the borrowing of video cameras. There are no charges to the student for using the equipment, although students must provide their own storage media (videotapes, DVDs or CDs). Fairhaven and non-Fairhaven students can work evenings and weekends if they have earned their way onto a list of trusted, responsible users.

6. Does this project involve the check-out of equipment to students?

No Yes If yes, please discuss whether or not the Student Technology Center could be assigned this task.

6. Does the department have adequate operating funds to provide on-going maintenance and support?

No Yes Please describe.

No new operating costs are expected beyond what is already provided for maintenance and support of video equipment.

7. Does the department have adequate personnel funds to provide on-going staff support for this project?

No Yes Please describe,

No new personnel costs are expected beyond what is already provided for video instruction, check out, and maintenance.

VI. Space and Site Information

This section addresses any space alteration or site preparation necessary for the proposed project. Site alterations include painting, holes in walls, security systems, carpeting, construction, lighting changes, or conversion of a lab or office

Special Note: If this project requires any site preparation, or if this project uses any space not currently under control of the department, a draft proposal must be submitted to Space Administration by **Friday, November 14, 2008**. Space Administration and Facilities Management will conduct a site survey and respond back to you with information concerning project feasibility, cost, and schedule. This information must be included in the final project proposal.

Proposals for projects that involve any site preparation will be considered only after the required site survey by Space Administration and Facilities Management has been completed.

1. Location for installation of equipment or technology.
Fairhaven room 321 and 322.

2. Is site modification required?

No Yes Please describe. (Electrical, air, painting, lighting, security, network access, etc.)

3. Will this project use space not currently assigned to your department or area?

No Yes Please describe.

VII. Project Schedule

This section describes your overall implementation schedule. Project awards will be announced by the end of spring quarter. It is anticipated that projects would be substantially completed by the end of the calendar year. If there is any site preparation involved, please align your project schedule with the schedule provided by Space Administration and Facilities Management.

Purchasing would begin as soon as possible and would be completed by June 2009. Installation times are negligible.

VIII. Constraints

This section should list any external or internal factors that could affect your project schedule, project objectives, or the project budget (e.g. if external approval is required for curricular changes, or if funding must be received by a certain date).

1. Please describe any constraints to this project.
Not Applicable

IX. External Funding

This section must be completed for any **projects over \$100,000**. For project budgets of this scale, the applicant should investigate opportunities for obtaining external funding for all or part of the proposed project.

1. Describe the external organization(s) able to provide funding in support of this project.
Not Applicable
2. Describe the funding cycle for these requests (submission dates, projected award dates).
Not Applicable
3. Indicate the amount of external funding that would be requested.
Not Applicable
4. In cases where joint funding is requested, what will happen if the STF award is made and the external grant is not awarded?
Not Applicable
5. Has a grant proposal already been submitted for all or part of the proposed STF project?
Not Applicable