STUDENT TECHNOLOGY FEE PROGRAM
2015 TECH INITIATIVES SUMMARY SHEET

Student Applicants:
Complete “Project Title,” “Applicants” information, and “Submission Date” only (top section).

Project Title: Field Audio Recording Equipment

Department/Organization: Fairhaven College

Applicants (first applicant is considered primary contact):

Name: John Bower  Mail Stop: 9118  Email: john.bower@wwu.edu  Phone: 7217

Name: Mark Miller  Mail Stop: 9118  Email: mark.miller@wwu.edu  Phone: 7407

Name: ___________________________ Mail Stop: ___  Email: ___________________________ Phone: _______

STF Grant Request (from page 1 of 2015 proposal form: line 6) ........................................... $ 10048

Authorization for contribution resources (if applicable): N/A

Submission Date: 04/02/2015

SUBMITTAL APPROVALS

AS President  Required for all proposals submitted by Associated Students (AS). Signifies that all student proposals have been prioritized by AS.

Department Chair  Required for all proposals from a specific department. Signifies that the department can support the project as submitted.

[Signature]

College Dean or Unit Head  Signifies that the College or organizational unit can support the program as described.

**Project’s Strategic Priority by College:  ___1___**
For proposals originating from a college, the dean must review, sign, and strategically prioritize that batch of proposals.

Space Administration  Required for all proposals that require additional facilities or changes to existing facilities. Signifies that all space-related issues have been addressed.

Vice Provost for Information Technology/CIO  Required for all proposals related to all-university services and all proposals not related to a specific discipline. Signifies that the technology support organizations and technical infrastructure can support the submitted project.
Student Technology Fee – AY 2015
Tech Initiatives Proposal Form
DUE April 2, 2015

<table>
<thead>
<tr>
<th>Project Title: Field Audio Recording Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Organization: Fairhaven College</td>
</tr>
<tr>
<td>Project Applicant(s):</td>
</tr>
<tr>
<td>Principal Contact</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Others</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Phone</td>
</tr>
</tbody>
</table>

| Amount Requested for Project                  |
| Proposed Budget:                             |
| 1. Equipment total                          | $ 10048 |
| 2. Plus site preparation (not STF funded)    | + $ 0   |
| 3. Total Project Cost (spreadsheet total from part IV of this form, Total Project Budget) | = $ 10048 |
| 4. Less organization’s contribution          | - $ 0   |
| 5. Less site preparation                     | - $ 0   |
| 6. **STF Grant Request**                     | = $ 10048 |

**IMPORTANT NOTE**

1. THE STF Committee will accept only complete proposals by the announced deadline. Every section (I–IX) and all items of this proposal format must be addressed.

I. Executive Summary (800 words max)

Provide a summary of the project and the benefits to be derived. Explain what the students would gain from the project, and how the acquisition would meet the Student Technology Fee mission.

**STF Mission:**

*The Student Technology Fee provides Western students with adequate and innovative technology experiences by:*

- Broadening/enhancing the quality of the academic experience
- Providing additional student access to technology
- Increasing integration of technology into the curriculum

This project is designed to provide all WWU students access to audio recording equipment to enable students to make (1) high quality field audio recordings (recordings outside of a studio including nature recordings and other ambient recordings); (2) on site
and home audio music recordings; (3) audio for student-produced video projects; and (4) audio for high quality interview and lecture recordings. The set of equipment requested was chosen to support students pursuing diverse recording projects, from environmental and ambient recordings to on-site music recordings (such as house concerts) to recording high quality audio for interview and video projects. It is likely there are other unanticipated uses students will find for this equipment as well, such as recording spoken word.

The equipment was chosen to allow high quality recordings and high equipment durability, while not wasting money on high-end gadgetry. To make the equipment accessible for all WWU students, it will be available for checkout through Classroom Services, with priority granted for students in courses that require field audio recording (such as Bower’s FAIR 334Q, “Science and Music of Natural Sounds,” FAIR 334P “Field Ornithology,” and FAIR 255Y “The Folk Music Experience,” as well as Miller’s COMM 442, “Video Workshop,” and FAIR 270B, “Intro to Video Production”). Enrollment in these courses is almost always at capacity, reflecting the strong and growing interest WWU students have in audio and video work. One example of this interest is that the new “Music and Society” minor, a collaboration between Fairhaven and the Music department, filled to capacity within two quarters of its being offered. These students will benefit from better access to field recording equipment, as well as access to specialized microphone equipment (shotgun microphones, parabolas, hydrophone) in a variety of ways, including recording house shows and other music-related events, and gathering ambient recordings for use in their music work. Other classes across campus that require audio recording equipment can similarly apply for priority access to equipment. For instance, Fairhaven has hired a new professor, Mark Miyake, in the area of “Music and Society” to administer and teach within the new minor. He has expressed that he believes his students will benefit from access to the equipment requested in this grant. Other student constituencies that will be interested in using this equipment include students engaged in interview work, and students studying acoustic environmental and noise related issues such as train noise in residential areas. Students in all of these areas, as well as areas that can’t be easily foreseen, will benefit by being able to produce high quality acoustic work and gaining audio technical skills that will aid them in seeking future employment.

Classroom services currently has ten Zoom 4 digital recorders, and, according to Gary Malick, they are in high demand (402 unique 24 hour, weekend, and longer checkouts in winter quarter 2015). Mr. Malick says that having ten more portable digital recorders would meet student need better, particularly at peak times when independent checkouts and audio-related classes compete for recording equipment. This grant would also provide better access to digital recording equipment for audio and video class assignments and intensive end of term recording projects. The grant would support the acquisition of the following audio equipment: 10 digital recorders, 3 parabolic reflectors for highly directional and long-distance recording, 3 shotgun microphones for directional recording, 4 cardioid microphones required for these microphone systems, a hydrophone for underwater recording, tripods for setting up microphones, memory cards, waterproof cases for protecting equipment, labeling costs, and cable for connecting mikes to recorders. One key feature of this grant is that, in addition to increasing access to audio recorders, it would, for the first time allow WWU students access to specialized microphones for field recording including shotgun microphones, parabolas, and underwater microphones. Professor Bower is willing to be a resource for any WWU student who wishes to learn to use this equipment to its fullest potential.

II. Relationship to STF Objectives / Impact on Current Academic Programs
The STF Committee will use as its primary assessment criteria the three objectives—quality, access, and integration—defined in the STF mission (above). Given this criteria, describe your proposed project in detail.

1. Tell us—focusing on what the students will gain from the project—how the project would provide positive benefits to specific courses or instructional programs. Specifically, answer at least one of a, b, and c below:

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

      This project will make a significant contribution to student access to technology because the equipment will be used in classes and also will be available through classroom services. Much of the equipment in this grant is not currently available to WWU students, hence it will greatly increase access to audio recording technology.

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

      The project will broaden and enhance the academic experience of many students— including students pursuing degrees that involve audio recording, video, interviewing, music, and other acoustic endeavors. In addition, since most of the equipment will be available to all WWU students through classroom services, this project will allow even those students who are not majoring in audio or video related majors to experience using good recording equipment to complete academic projects and class assignments. Furthermore, John Bower, an expert in field recording, will be available through office hours to help any WWU student learn to use the equipment better. This project is entirely conceived to enhance student learning, and likely to help students acquire technical skills that will be useful in gaining future employment.

   c. How would this project increase integration of technology into coursework?

      This project will increase integration of technology in the curriculum because it will allow John Bower, Mark Miller, and other faculty the ability to increase the teaching of audio field recording, audio for video, and on-site audio recording for musicians and music production students. Professor Bower will use the equipment extensively in two audio-related courses and one music course and Mr. Miller will integrate the equipment into his video classes, as listed in the abstract. In addition, we expect other faculty to use the equipment in their audio-related courses, such as incoming music and society professor, Mark Miyake. Bruce Hamilton (professor – music) has also indicated that some music department students may be interested in using this equipment.

2. Would other departments be involved with this project?

   No ☐  Yes ☒  If yes, describe.

   Communication would use this equipment in COMM 442. Other departments such as music would be invited to use this equipment in their courses.

3. Has any part of this project previously been funded by the Student Technology Fee?

   No ☒  Yes ☐  If yes, describe.

4. Is the proposed project a pilot project?
III. Utilization

List the anticipated number of times and duration per each use—per quarter or per academic year—that students would use the proposed technology. The committee is looking for total student hours and total number of unique students who would use the technology in that time period. Explain how you arrived at this utilization.

Estimated use by students in classes using this equipment (listed in the abstract) total 208 unique students per academic year, totalling 2135 total student hours. These numbers were derived from the most recent enrollments in these classes multiplied by the estimated number of hours of recording time each student engages in for each course. Total student use through courses will rise as more courses take advantage of this recording equipment, as noted in the abstract. In addition, we estimate that about 5 unique students per quarter will use the equipment for audio, video, and interview related independent studies registered through Fairhaven College, with an average use of about 20 hours/quarter/independent study student, totaling 300 additional student hours per academic year.

Finally, because this equipment will be accessible to individual WWU students through Classroom Services, there will be substantial additional use of the equipment outside of classes. Gary Mallick used data provided by the Alma Circulation software managed by Wilson Library to calculate that existing digital audio recorders were checked out 402 times in winter quarter 2015. Increased access to equipment, particularly during times of peak demand, and access to new types of recording equipment will increase student use of this equipment. There is no reliable data for student hours for each time equipment was checked out, but making a conservative estimate that the equipment will be used at least one hour per check out, this brings total student use to an estimated 3641 hours per academic year.

IV. Total Project Budget

This section details the estimated total cost of the project. Include costs that would be covered—by your department or another source—for ongoing costs such as personnel or operating expenses.

1. For assistance in preparing your budget, please consult with relevant campus support departments (ATUS, Purchasing, Space Administration, etc.).

2. For more information about these contacts and helpful tools/links: from the STF website home page (http://www.wwu.edu/stf), choose “STF Tech Initiatives” on sidebar, then section “II. Tech Initiatives Forms and Instructions.”

Attach an Excel spreadsheet if you have additional details.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Item Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom H4N digital recorder kit (tripod, wind screen, waterproof hard case, 16GB SDHC card, remote, AC charger, headphones)</td>
<td>10</td>
<td>399</td>
<td>3990</td>
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<tr>
<td>Sennheiser ME66 shotgun, K6 power supply, windscreen and tripod stands</td>
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<td>541</td>
<td>1410</td>
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<tr>
<td>Shure SM58S Cardioid Microphones, Windscreen &amp; Tripod</td>
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<tr>
<td>SME PR-1000 Parabolic Microphone Reflector</td>
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<tr>
<td>Item</td>
<td>Qty</td>
<td>Unit Cost</td>
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</tr>
<tr>
<td>DolphInEAR/Pro 10 hydrophone w/ 10 m cable</td>
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<td></td>
<td>399</td>
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<tr>
<td>Sennheiser SME MC-22 Microphone Cable</td>
<td>6</td>
<td></td>
<td>210</td>
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<tr>
<td>Labeling for all Equipment (required by Classroom Services)</td>
<td>20</td>
<td>15</td>
<td>300</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td>8878</td>
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<tr>
<td>Allowance for price increases (3% of subtotal)</td>
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<tr>
<td>Shipping (taxable)</td>
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<tr>
<td>Tax (8.7%)</td>
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<td></td>
<td>804</td>
</tr>
<tr>
<td><strong>Total</strong> <em>This budget total (or your attached spreadsheet total) should match the projected budget figure on page 1 of this proposal. (See box on page 1, line 3.)</em></td>
<td></td>
<td></td>
<td>1048</td>
</tr>
</tbody>
</table>

Important Notes from the STF Committee:

- We recognize your proposed budget as an estimate. Final funding for successful projects will be established after thorough technical review; some costs may need adjusting due to price changes.
- We recommend that you include a 3 percent cushion to allow for price increases.
- We may impose special conditions on a proposal before approval. See STF Proposal Guidelines.
- *Funding is not provided directly to departments for purchases. All purchasing is done via the Office of the VPIT/CIO and savings are retained in the STF fund.*

3. What funding or contributions are available from your department or other sources?

**Note:** "Contribution" is defined as a monetary contribution. A vendor discount, for example, is not considered a contribution.

None

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

**Note:** A "no" response to this question creates an "all or nothing" proposal. That is, if the STF Committee decides against funding your entire proposal, it will not consider any elements for partial funding. If elements could be funded separately, the applicant is responsible for prioritizing them before submitting the proposal.

No ☐ ☑ Yes ☓ If yes, summarize and prioritize project elements with cost estimate for each.

Partial amounts would fund less equipment acquisition, but the amount of equipment in the proposal is ideal to increase access to classes and other WWU students and to allow flexible recording equipment packages to be used in a variety of ways.

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

No ☐ ☑ Yes ☓ If yes, describe. **Please note:** The total funding requested from the Student Technology Fee must reflect the amount collected from course fees for equipment replacement and/or equipment acquisition.

Course fees for one course, Bower's 334Q "Science and Music of Natural Sound" will be used for equipment maintenance.
V. Impact on Existing Resources

Your proposal must address the project's potential impact on existing resources. Give special attention to the impact on data transmission networks (e.g., sources accessed, networking equipment, etc.), and personnel (e.g., staffing, administrative support, faculty support, etc.).

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

   Existing equipment (10 recorders) was checked out 402 times in winter quarter for 24 hour, weekend, and longer checkouts. This grant will increase access to recording equipment, particularly during peak demand times. It will also provide equipment (especially microphone systems for field recording) that students currently do not have access to.

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?

   No ☐ Yes ☒ If yes, describe why the existing equipment does not meet the needs outlined in this proposal.

   10 Zoom 4 digital recorders are currently available at Classroom Services, but, as noted in this proposal, they are under heavy demand, and the demand will likely grow as more students work in audio-related fields and classes at WWU, such as the recently developed "Music and Society" minor.

3. If this project involves the replacement of equipment, including computers:

   a. Describe the "before and after" configuration changes. (A spreadsheet reflecting these changes may be attached.) Or, write "N/A."

      This equipment will be new equipment for student use.

   b. Describe the costs and benefits of replacing vs. upgrading. Or, write "N/A."

      N/A

4. Would this equipment be available to students outside of your department?

   No ☐ Yes ☒ If the proposed technology would be used by students outside of your department, describe how they would gain access, how equipment availability would be publicized, the hours/week when equipment would be available, and any costs that would apply.

   This equipment will be available to all students at WWU. Students will have easy access through Classroom Services whenever Classroom Services is open. There is no cost for borrowing equipment from Classroom Services.

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

   No ☐ Yes ☒ If yes, discuss whether or not the Student Technology Center/ATUS Loan Pool could be assigned this task.

   We will work with Gary Malick to design checkout policies that will maximize student access to this equipment.

6. Does the department have adequate operating funds to provide ongoing maintenance and support?

   No ☐ Yes ☒ If yes, describe.
Course fees from Professor Bower’s 334Q course can be used to maintain equipment.

7. Does the department have adequate personnel funds to provide ongoing staff support for the project?
   No □  Yes ☒ If yes, describe.
   Professor Bower will provide training as needed for any WWU student who wants to learn how to use the equipment.

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 would require any site preparation, or if this project would use any space not currently under your department’s control:

   a. You must submit a draft proposal to Space Administration by March 13, 2015.
   b. Space Administration and Facilities Management will then conduct a site survey and respond to you by March 20, 2015 about project feasibility, cost, and schedule.
   c. You must include the site survey response with your final proposal.

1. Location for installation of equipment or technology:

   Equipment will be stored at Classroom Services. No installation is needed.

2. Would site modification be required?
   No ☒ Yes □ If yes, describe the modifications (e.g., electrical, air, painting, lighting, security, network access, etc.).

3. Would this project use space not currently assigned to your department or area?
   No ☒ Yes □ If yes, describe.

VII. Project Schedule

Describe your overall implementation schedule. (Remember that project awards are announced during spring quarter, and that projects are to be substantially completed by the end of the calendar year.) If any site preparation is involved (see section VI above), align your project schedule with the schedule provided by Space Administration and Facilities Management.

Purchasing of the audio equipment in this grant would begin immediately after grant notification. All purchasing will be complete by the end of spring quarter, 2015.

VIII. Constraints

List or describe any external or internal factors/constraints 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).
There are no constraints that would affect project schedule because the project requires only purchasing audio equipment and going through the normal processes for making it available at classroom services.

IX. Submitting the Proposal

1. Make sure your proposal does not exceed 12 pages (not including Tech Initiatives Summary Sheet).

2. Complete a 2015 Tech Initiatives Summary Sheet for the front of the proposal.

3. Submit the proposal and summary sheet electronically for prioritizing (PDF preferred, or Word document):
   a. Faculty and staff: Submit by internal due date, which must be before proposal due date of April 2.
   b. Students: Submit by March 31 to AS VP for Academic Affairs at ASVPforAcademicAffairs@wwu.edu.

4. Submit prioritized proposals:
   a. Organization reps and AS VP for Academic Affairs: Submit to Student Technology Fee (STF) Committee by 12:00 noon on April 2.
   b. For each proposal, email one electronic version (PDF preferred, or Word document) of both the proposal and the summary sheet to diane.bateman@wwu.edu (the STF Committee secretary).

Note: Paper copies of proposals are no longer required; please do not send.