

# 2009 Student Technology Fee Proposal Form

**Title of Project: Humanities 104 Lab Upgrade**

Department/Organization: **English**

Name(s) of Project Applicant(s)

Name **Bill Smith MS 9055**

Phone **3122**

Name **Mark Sherman MS 9055**

Phone **3224**

Name MS

Phone

Name MS

Phone

Principal Contact person:

Name **Mark Sherman**

Phone **3224**

Amount Requested for project: **\$28,766.00**

Contribution by Requesting Organization: **\$5000.00**

*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.

**We request funds to upgrade the Humanities 104 computer lab.**

**Since the 2005-06 academic year, the use of the labs in Humanities 104 and 105 has increased annually. Table 1 below shows continued growth as well as anticipated growth through 2009-10. All English 101 students use the lab 1.5 hours weekly; all technical writing students use the labs 4 hours weekly. In summary, students in both English 101 and the Professional & Technical Writing courses, will use the lab approximately 1518 hours weekly or 16,698 hours during fall quarter 2008.**

**Table 1: Enrollment Trends for HU 104 & 105 Labs, 2005-2010**

| Year           | ENG 101 sections | ENG 302 sections | ENG 402 sections | ENG 462 sections | 1 <sup>st</sup> Year + P&TW | Enrollment  |
|----------------|------------------|------------------|------------------|------------------|-----------------------------|-------------|
| <b>2005-06</b> | 75               | 14               | 2                | 1                | 321<br>+1500                | <b>1821</b> |
| <b>2006-07</b> | 71               | 17               | 1                | 1                | 408<br>+1420                | <b>1828</b> |
| <b>2007-08</b> | 79               | 18               | 1                | 2                | 406<br>+1580                | <b>1986</b> |

|                |    |    |   |   |              |               |
|----------------|----|----|---|---|--------------|---------------|
| <b>2008-09</b> | 82 | 21 | 1 | 2 | 459<br>+1640 | <b>2099 ?</b> |
| <b>2009-10</b> | 86 | 24 | 1 | 2 | 540<br>+1720 | <b>2260 ?</b> |

In 2009-10 we expect an increased use of the HU 104 and 105 labs for two reasons: 1) WWU anticipates an additional 200 first year students and 2) the new Writing Studies Minor will be fully implemented, hopefully increasing demand for 400 level courses. Tables 2 and 3 below show the hourly and weekly use of the labs.

**Table 2: Daily & Weekly Use of HU 104 & 105 Labs for English 101 Courses (Fall 2008)**

| <b>Class Time</b> | <b>Day</b> | <b>Students/Hour<br/>(24/class)</b> | <b>Weekly Use in Hours</b> |
|-------------------|------------|-------------------------------------|----------------------------|
| 8:30-9:50         | MW or F    | 4 @ 24 = 96                         | 96 X 1.5 = 144             |
| 10:00-11:20       | MW or F    | 6 @ 24 = 144                        | 144 X 1.5 = 216            |
| 11:30-12:50       | MW or F    | 6 @ 24 = 144                        | 144 X 1.5 = 216            |
| 1:00-2:20         | MW or F    | 6 @ 24 = 144                        | 144 X 1.5 = 216            |
| 2:30-3:50         | MW or F    | 4 @ 24 = 96                         | 96 X 1.5 = 144             |
|                   |            | <b>26 sections</b>                  | <b>624X1.5 = 936 hours</b> |

**Table 3: Daily & Weekly Use of HU 104 & 105 Labs for Technical Writing Courses (Fall 2008)**

| <b>Courses</b> | <b>Time</b> | <b>Days</b> | <b># Students</b> | <b>Weekly Use in Hours</b> |
|----------------|-------------|-------------|-------------------|----------------------------|
| <b>302 *</b>   | 8:00-9:50   | TR          | 20                | 80                         |
| <b>302</b>     | 10:00-11:50 | TR          | 40                | 160                        |
| <b>302</b>     | 12:00-1:50  | TR          | 40                | 160                        |
| <b>302</b>     | 2:00-3:50   | TR          | 40                | 160                        |
| <b>462</b>     | 4:00-5:50   | TR          | 13                | 52                         |
|                |             |             |                   | <b>582 hours</b>           |

As one of the most-used labs on the Western campus, students depend on Hu104.

- This aging lab will no longer support software upgrades, such as the Adobe CS3 Web suite
- HU 104's hard-drives and monitors are failing.

It is important that the Student Technology Fee support upgrades for the Humanities 104 lab

The Humanities 104 computer lab enables the English department to give hands-on instruction in both writing and professional and technical communication, providing training in both computers and online researching skills. According to the Bureau of Labor Statistics: "Employment of writers and editors is expected to grow 10 percent . . . from 2006 to 2016. Employment of salaried writers and editors is expected to increase as demand grows for web-based publications. Technical writing, blogging, and other writing for interactive media that provide readers with nearly real-time information will provide opportunities for writers . . . Median annual earnings for salaried technical writers were \$58,050 in May 2006."

In supporting our lab, the Student Technology Fee supports the growing number of students in all majors seeking careers in the growing world of writing and editing both for online and print media. In supporting this lab, the Student Tech Fee supports professional careers for students.

The department asks for funds to replace both the computers and the room's fiber-optic security system.

## 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?

### **HU104: An Important Lab**

**The English department hosts over 2200 students a year in the classes taught in its computer labs. Because of the large number of students impacted by this lab, keeping the Humanities 104 lab working properly is a high priority.**

**The Humanities 104 lab is a key element in Western's effort to give students the ability to learn to think and write for the 21<sup>st</sup> Century. The lab offers students hands-on access to cutting-edge software for collaboration and creativity. Students can learn to design and write for the web as well as explore the creation of interactive multimedia experiences, and mobile content in a teacher-directed classroom.**

**The Humanities 104 lab gives students access to both teachers and computers in smaller-sized classrooms, essential for maintaining the high caliber of the Western experience for its students.**

### **Importance to Freshman Students**

**The computer-assisted English 101 program helps first-year students get their bearings at Western in the early stages of their academic careers and creates relationships among students based on the exchange of ideas and sharing of work in progress; characteristic of the role technology will play in their future professional lives.**

### **STF--A History of Support For Hu104**

**The Student Technology Fee has recognized the importance of these departmental labs by supporting them by funding five previous STF proposals.**

#### **HU104 Upgrades Benefit All Students**

**72 percent of those taking technical writing courses come from other departments, from Engineering Technology, Art, Geology, Journalism, Chemistry, and the University's Internet Web Resources Minor. These majors cite training in technical writing as being key to their success in the professional world,**

**Western graduate Gabe Galanda, President of the Northwest Indian Bar Association and an associate with the Seattle firm of Williams, Kastner & Gibbs PLLC, identifies his technical writing course at Western as the most important course he took as an undergraduate student.**

**Students who have taken classes in HU104 have found employment in all sectors of our state and national economy. Many have been successful at technology-oriented firms such as Microsoft, Boeing, and Anvil Corporation,**

**Students in this computer lab have gone on to create their own web-design companies like the successful Allyis, which now employs over sixty writers and web-designers.**

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

**Western students often express feeling lost in huge amphitheater-like classroom settings in the first two years. It is important for the quality of an education here at Western that students experience classes where they can receive one-on-one, hands-on instruction and where they can know their teachers as individuals. Classes taught with the aid of computers and the world-wide web cultivate high levels of participation which form the basis for developing their writing and critical inquiry skills.**

**Here are just a few of the projects created by students in the department's 300- and 400-level professional and technical writing courses.**

- Writing a grant for a local soup kitchen,**
- Creating a web resource for social workers in Whatcom county,**
- Developing instructions for Western's new Student Technology Center,**
- Designing educational support materials on Kabuki theatre and Sehome Arboretum.**

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

**What Chemistry lab equipment is for the learning of chemistry, computers are to composition and technical writing classes. Computer-assisted writing classes provide an ideal way for Western to seamlessly integrate technology and coursework. In the Humanities 104 computer lab, students write and research in the classroom under a teacher's direction and share their work with fellow students. Currently in our computer-assisted classes, students download in-class projects from the departmental server, save their work to u-drives, respond to prompts and post them to Blackboard. The ability for students to integrate their work-flow in a computer environment is of great value to students and prepares them for the professional worlds they will enter once they graduate.**

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

**The Humanities 104 is one of the oldest departmental labs on campus. Keeping the Humanities 104 lab working properly is central to the viability of the department's offerings in composition and technical communications. In this lab, students not only use the web to respond to writing assignments while being mentored by their instructor, but they also use the world-wide web to do research for in-class projects and exercises.**

3. Will other departments be involved with this project? If so, please describe.  
**No.**

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

No  Yes  (Please describe):

**The Student Technology Fee has recognized the importance of these departmental labs by supporting them by funding five previous STF proposals.**

### 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.

| <b>Courses Using Equipment/Project Resources</b> | <b>Yearly Enrollment</b> |
|--|--------------------------|
| <b>English 100 (3 sections)</b>                  | <b>45</b>                |
| <b>English 101 (33 sections)</b>                 | <b>900</b>               |
| <b>English 202 (3 sections)</b>                  | <b>60</b>                |
| <b>English 301 (2 sections)</b>                  | <b>20</b>                |
| <b>English 302 (12 sections)</b>                 | <b>240</b>               |
| <b>English 402 (3 sections)</b>                  | <b>60</b>                |

**Total: 56 sections**

**1325**

## 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            |
|--|-----------|-------------------|------------------|
| <b>25 Computer workstations</b>        | <b>25</b> | <b>\$1,178.00</b> | <b>29.450</b>    |
| <b>Fiber optic security upgrade</b>    | <b>1</b>  | <b>1700</b>       | <b>1700</b>      |
|  |           |                   |                  |
|  |           | <b>Subtotal:</b>  | <b>31150.00</b>  |
|  |           | <b>Tax</b>        | <b>2616.60</b>   |
|  |           | <b>Total:</b>     | <b>33766.00</b>  |
| <b>English Department Contribution</b> |           |                   | <b>\$5000.00</b> |
|  |           | <b>TOTAL:</b>     | <b>28766.00</b>  |
| <b>Shipping (taxable)</b>              |           |                   |                  |
| <b>Tax (8.4%)</b>                      |           |                   | <b>2616.60</b>   |

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?  
Our department will be able to contribute \$5,0000.00 to this lab upgrade.
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.
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.

We receive approximately \$2700 per year in lab fees for P&TW classes—all of which goes into printing costs.

## 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.

**The equipment in this computer lab will continue to be used to teach writing-intensive English department classes with student access to computers and the web.**

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.

**Because of the heavy scheduling of the Humanities 104 lab (47.5 hours of scheduled classes every week) no other lab on campus can accommodate the needs serviced by these labs.**

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.

**We will be replacing old machines and old fiber-optic security system with an updated security system.**

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

**Before**

- **twenty-five 1.2 megahertz machines and a four year-old fiber optic system**

**After**

- **twenty-five Intel Core 2 Duo 2.33 with 2GB memory machines with an updated fiber-optic security system**

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.

**Although Humanities 104 is a heavily-scheduled departmental lab--one of its benefits is its availability to all Western students whenever classes are**

**not scheduled—including full availability on weekends. Whenever the Humanities building is open, the lab is available to students.**

**Students can gain access to the Humanities 104 lab whenever classes are not in session. Open times are posted outside the door to the lab. The west door of the Humanities building is open on weekends to allow student access.**

**The Humanities building schedule looks like this:**

|                                |                        |
|--------------------------------|------------------------|
| <b>Monday through Thursday</b> | <b>4pm to 10pm</b>     |
| <b>Friday</b>                  | <b>4pm to 6pm</b>      |
| <b>Saturday</b>                | <b>10:30am to 5pm</b>  |
| <b>Sunday</b>                  | <b>10:30am to 10pm</b> |

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.

**Machines under warranty are fully covered for maintenance and support from the on-site service personel of computer maintenance.**

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

**No**       **Yes**  Please describe,

**The English department has an administrative-exempt support person that administers its computer labs and the teaching that occurs in both labs. The computer coordinator, Mark Sherman has helped administer the English department labs for the last nineteen years.**

## 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, January 11, 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.  
Humanities 104 computer lab, first floor of Humanities building.

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.

**If the Student Technology Fee funds this lab upgrade, we would implement the upgrade during Summer 2009, targeting September 15, 2009, as its opening date. As soon as the funds are disbursed, we would implement the following project schedule. The following plan assumes funds are disbursed no later than July 1, 2009.**

**--1st week of July--order equipment**

**--1st week of August--inventory, breakdown, and store outdated machines**

**--2nd and 3rd week of August--unpack the new machines, inventory and stencil them, set up fiber optic security**

**--Beginning of September--complete the lab and troubleshoot any remaining technical issues.**

## 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.

None

## 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.

2. Describe the funding cycle for these requests (submission dates, projected award dates).

3. Indicate the amount of external funding that would be requested.
  
4. In cases where joint funding is requested, what will happen if the STF award is made and the external grant is not awarded?
  
5. Has a grant proposal already been submitted for all or part of the proposed STF project?