# 2013 Student Technology Fee (STF) Proposal Form

## Project Title: Loan Pool Upgrades to Support Video

**Department/Organization:** ATUS  
**Name(s) of Project Applicant(s):**  
- **Name** Gary Malick  
  - **MS** 9059  
  - **Email:** Gary.Malick@wwu.edu  
  - **Phone** x4934  
- **Name** Rob Galbraith  
  - **MS** 9059  
  - **Email:** Rob.Galbraith@wwu.edu  
  - **Phone** x3368  
- **Name**  
  - **MS**  
  - **Email:**  
  - **Phone**  

**Principal Contact:**  
- **Name** Gary Malick  
  - **Email:** Gary.Malick@wwu.edu  
  - **Phone** x4934  

## Amount Requested for Project

**Proposed Budget:**

1. Equipment total  
   $36,501  
2. Plus site preparation (not STF funded)  
   + $0  
3. Total Project Cost (Total Project Budget)  
   = $36,501  
4. Less organization’s contribution  
   – $0  
5. Less site preparation  
   – $0  
6. **STF Grant Request**  
   = $36,501

## 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.

The ATUS Classroom Services Loan Pool supports Western students in all disciplines for academic assignments requiring the use of digital audio/video gear and related equipment. Last year the Loan Pool checked out over 16,000 items to students and faculty. Many classes, as well as student clubs and organizations, rely on the Loan Pool for their video equipment needs. Some of the video equipment purchased for the Loan Pool, by various STF projects, is over 7 years old and has become obsolete. Many of the other items are worn out and/or at end of life.

Portable hard drives are needed for the completion of video assignments and projects. Video cameras no longer use tapes, requiring students to transfer their videos from the cameras to a storage device when they return the cameras to the Loan Pool. Network storage is not large enough or fast enough for storing or actively editing video projects. The computer labs, where most of the video editing work is done, do not offer local storage for video projects. The nature of the projects require long check out periods which, in turn, require a larger inventory of storage devices to meet the demand. This project would add 50 portable hard drives to serve these needs.
The demand for video cameras from the Loan Pool has climbed rapidly. Many students are required to create and submit a video project for classes or projects. For example, Woodring College of Education students must complete two videos of the student teaching practicum to satisfy federal certification requirements. Introduction to Cinema, and numerous Fairhaven courses, require video projects as well. The current Loan Pool inventory still includes many tape based cameras that are obsolete and which this project would replace with current technology.

Many audio/video production items used in the support of student projects and presentations have been heavily used and are no longer serviceable. Items such as portable digital audio recorders, audio mixers, projectors and microphones are needed to replace current stock; some of which is over 15 years old and which this project would replace.

II. Relationship to STF Objectives / Impact on Current Academic Programs

The STF Committee will use as its primary assessment criteria the three objectives—access, quality, and integration—defined in the STF mission. 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:

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

      This project adds, upgrades and replaces various video related equipment items which are available for student checkout and use.

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

      It would provide students with new, technologically current, industry standard video equipment to accomplish their video assignments and projects.

   c. How would this project integrate technology into coursework?

      This project will provide the equipment students will use to complete their video assignments across many disciplines and classes.

2. Will other departments be involved with this project?

   Yes ☑️  If yes, describe.

   Students from all of the departments and classes listed below are part of a growing number who actively use the loan pool:

   Fairhaven 223K: Collecting Personal Narratives: The art of the Interview
   Fairhaven 270B: Intro to Video
   Fairhaven 480: Center for New Media Internship (formally KVOS Internship)
   Fairhaven 336v: Topics in Art: Video, Performance and Sound

   Art 290: Photography
   Art 334: Installation Art
   Art 490: Advanced Photography Workshop
3. Has any part of this project previously been funded by the Student Technology Fee?

   No ☐  Yes ☒ If yes, describe.

   Much of the equipment proposed by this project would replace items provided to the Loan Pool by other STF projects which are now outdated and/or worn out.

4. Is the proposed project a pilot project?

   No ☒  Yes ☐

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.

The Loan Pool had 16,400 checkouts last year, most of which were for the equipment that this proposal seeks to replace and upgrade.

IV. Total Project Budget

This section details the estimated 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.

To assist you in preparing your budget, please consult with relevant campus support departments (ATUS, Purchasing, Space Administration, etc.). For more information about these contacts, see the beginning of “II. STP Proposal Form and Instructions” on the STF website.

Attach 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>LaCie 500GB Rugged Triple Interface USB 3.0 Portable Hard Drive</td>
<td>25</td>
<td>$150</td>
<td>$3,750</td>
</tr>
<tr>
<td>LaCie 1TB Rugged Triple Interface USB 3.0 Portable Hard Drive</td>
<td>25</td>
<td>$190</td>
<td>$4,750</td>
</tr>
<tr>
<td>Canon VIXIA HF M50 Full HD Camcorders</td>
<td>20</td>
<td>$400</td>
<td>$8,000</td>
</tr>
<tr>
<td>Zoom H4n Handy Mobile 4-Track Recorder</td>
<td>10</td>
<td>$230</td>
<td>$2,300</td>
</tr>
<tr>
<td>Zoom H2n Handy Recorder Portable Digital Audio Recorder</td>
<td>10</td>
<td>$140</td>
<td>$1,400</td>
</tr>
<tr>
<td>Behringer XENYX 802 8-Channel Compact Audio Mixer</td>
<td>3</td>
<td>$60</td>
<td>$180</td>
</tr>
<tr>
<td>Microphones: various pick up patterns</td>
<td>10</td>
<td>$200</td>
<td>$2,000</td>
</tr>
<tr>
<td>HD WUXGA PowerLite Pro Projector with Lens</td>
<td>2</td>
<td>$3,400</td>
<td>$6,800</td>
</tr>
<tr>
<td>Yamaha system STAGEPAS-300 Portable PA System</td>
<td>2</td>
<td>$550</td>
<td>$1,100</td>
</tr>
<tr>
<td>Lowel Lighting kits for video and photo</td>
<td>3</td>
<td>$1,100</td>
<td>$3,300</td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td>$33,580</td>
</tr>
<tr>
<td>Tax:</td>
<td></td>
<td></td>
<td>$2,921</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td>$36,501</td>
</tr>
</tbody>
</table>

Note: 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. The STF Committee may impose special conditions on a project; see the STF Program Overview.

1. 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.

   ATUS provides the staffing and facility to secure, check out and maintain this equipment.
2. 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 proposal elements could be funded separately, the applicant is responsible for prioritizing these elements before submitting the proposal.

**No □  Yes ☒** If yes, summarize and prioritize project segments with cost estimate for each segment.

Since all of the equipment is needed, any line items could be selected for funding.

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 Student Technology Fee 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.

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.).

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

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

   **The new equipment would replace or expand availability of items that are now being checked out to students.**

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.

   **The Loan Pool is the main source for student checkout of this type of equipment. Many departments choose to have their equipment distributed by the Loan Pool.**

3. **If** this project involves the replacement of equipment:

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

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

   **The equipment that is being replaced is both outdated and worn out.**

4. Will this equipment be available to students outside 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.

The equipment is available to all students.

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

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

The Loan Pool is the main central source of all this equipment.

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

No ☐ Yes ☑ If yes, describe.

ATUS supports storing, securing, staffing and maintaining the Loan Pool equipment.

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

No ☐ Yes ☑ If yes, describe.

Yes, this is what we do!

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:

- You must submit a draft proposal to Space Administration by November 28, 2012.
- Space Administration and Facilities Management will then conduct a site survey and respond to you by December 12, 2012 about project feasibility, cost, and schedule.
- You must include the site survey response with your final proposal.

1. Location for installation of equipment or technology.

   The Loan Pool is located in Haggard Hall 114.

2. Would site modification be required?

   No ☑ Yes ☐ If yes, describe the modifications (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.

We would expect to have all of the equipment ready for checkout by the start of Fall Quarter 2013.

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).

Lack of equipment availability from vendors could effect the implementation schedule, but is unlikely to.

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 would happen if the Student Technology Fee 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 Student Technology Fee project?