2013 Student Technology Fee (STF)
Proposal Form

Project Title: Large-Format Printing and Scanning in the STC

Department/Organization: Student Technology Center/ATUS

Name(s) of Project Applicant(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>MS</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Farquhar</td>
<td>909</td>
<td><a href="mailto:john.farquhar@wwu.edu">john.farquhar@wwu.edu</a></td>
<td>6538</td>
</tr>
<tr>
<td>David Hamiter</td>
<td>909</td>
<td><a href="mailto:david.hamiter@wwu.edu">david.hamiter@wwu.edu</a></td>
<td>4976</td>
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Principal Contact:

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
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Amount Requested for Project

Proposed Budget:

1. Equipment total $31,980
2. Plus site preparation (not STF funded) + $0
3. Total Project Cost (spreadsheet total from part IV of this form, Total Project Budget) = $31,980
4. Less organization’s contribution – $0
5. Less site preparation – $0
6. STF Grant Request = $31,980

PREREQUISITES

1. Review the policies (two) and procedure (one) below for using lab fees to purchase equipment. You may decide that this option is more effective for funding your proposal.

- POL-U1400.03 Establishing and Changing Course and Lab Fees
- POL-U1400.04 Administering and Spending Course and Lab Fees
- PRO-U1400.03A Establishing a Course or Lab Fee, or Changing the Amount or Purpose of an Existing Course or Lab Fee, Fixed or Variable

2. Read the updated II. STF Proposal Form and Instructions on the Student Technology Fee website.

IMPORTANT NOTES

1. Disallowed Proposals:

   a. Proposals for computer lab upgrades – Existing computer labs are upgraded on a rolling schedule, and the Student Technology Fee continues to fund these upgrades.
b. Combined proposals – The STF Committee accepts single, distinct proposals only.
c. Proposals for software related to maintenance and/or serial payments

2. THE STF Committee will only accept 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.

The Student Technology Center (STC) serves all WWU students by providing access and support on specialized equipment for printing, scanning, digitization, and video processing. The existing equipment at the STC in support of large-format printing and scanning is aging, failing, and in need of replacement. The existing equipment is used heavily in a variety of courses and disciplines at WWU including science courses, engineering and the arts. Nearly all posters made for Scholar’s Week are printed at the STC. This project seeks to replace two pieces of equipment used for scanning and printing in order to continue our support of these popular services.

Currently, the STC uses an HP z6100 as its primary printer for large prints. This was purchased through STF funds in 2008 and is no longer reliable. As a back-up, the STC still maintains an HP 5500 which was purchased jointly by ATUS and the STF in 2004. This printer frequently fails, is no longer supported, and needs to be fully retired. There are times during a quarter, and especially during Scholar’s Week in the spring, where both printers are used continuously, 12 hours per day, to print hundreds of posters in a 2-week period. With the purchase of a new printer, the STC would fully retire the 8-year-old HP 5500 and move the HP z6100 into the role of back-up.

Our large-format scanner was acquired from the Map Library when it moved from Arntzen Hall in 2011. This scanner was purchased in 2003, is extremely slow, and is no longer supported. The only drivers available for this scanner are for Windows XP which is an operating system that we intend to stop supporting. The software for the scanner is not the most user-friendly and therefore clients require significant assistance. In addition, one must be very careful not to damage your original documents due to the age and use of the scanning mechanism. The existing scanner is 54” in width. Our recommended replacement is a Colortrac GX+T56 56” Scanner.

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 continues the access that students have for large-format printing and scanning within the Student Technology Center. It is expected that the new scanner would be significantly faster allowing many more scans to be performed in the same time period.
This equipment would be available to all students, centrally located at the STC, and usually scheduled by appointment within the 60+ hours that the STC is open.

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

Scientists, engineers, designers and artists often communicate through large printed media. The availability of a large-format printer and scanner on campus allows faculty to require the use of this media in assignments without requiring a significant financial burden on the student. In addition, while placing this equipment in the STC, students can get one-on-one assistance in the preparation of their materials using software applications like Photoshop and InDesign.

c. How would this project integrate technology into coursework?

Large-format printing is used extensively in the sciences to generate academic posters. Academic programs in industrial design and the arts routinely generate large prints for classwork and program portfolios. Scanning is performed on many works such as maps for students in environment studies and illustrations and artwork generated by students in the fine arts. Due to our experience supporting students and their faculty, we can say with confidence that students in each of these areas use these resources for their coursework.

2. Will other departments be involved with this project?

No ☐ Yes ☒ If yes, describe.

The Student Tech Center supports this equipment for all students in all departments.

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

No ☐ Yes ☒ If yes, describe.

The existing equipment has, at least in part, been purchased with STF funds in 2003 for the scanner and in 2004 and 2008 for the two printers.

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 use of large-format printing at the STC has been growing at a rate of 15% for each of the last 3 years. For the 2012 calendar year, the STC has assisted in the production of nearly 1,200 prints. This number was obtain by reviewing the number of appointments that we make with students for printing over the course of the previous year. Often, these prints are prepared by a team of students and therefore the number of students supported is higher. All
of these students receive assistance from STC staff at the time of printing and often our assistance includes the use of software applications such as Photoshop and InDesign. Each appointment for large-format printing is scheduled for 60 minutes, although the average time is much less. In the two weeks leading up to Scholar’s Week in the spring, our primary and back-up printers are in continuous use.

Utilization data for the large-format scanner is not as readily available since the STC only started supporting this function in 2011. Prior to our support, the scanner was available in the map library at Arntzen Hall. Additionally, work on the existing scanner tends to be self-serve and therefore collecting data on its use is not a part of our current data collection. However, digitization of existing works is a growing trend and we should anticipate significant growth in the number of requests in this area. As an example, the WWU Archaeology Repository has plans to digitize all of its primary documents from past projects. A single project currently being digitized includes 350 large-format maps and drawings from archaeological fieldwork conducted over the past 60 years by WWU anthropology faculty and students. During the Fall 2012 term, students in archaeology have scanned 183 large-format maps using our current equipment. Scanning of maps checked out from the map library have accounted for an additional 30 scans during the Fall 2012 term. Art students have also recently used the scanner. Therefore, a conservative estimate would be 225 scans per quarter.

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>Canon imagePROGRAF iPF8400 44” Printer</td>
<td>1</td>
<td>$5,995</td>
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<tr>
<td>Colortrac GX+T56 56” Scanner</td>
<td>1</td>
<td>$22,148</td>
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<tr>
<td>SmartLF Gx56 Catch Basket</td>
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<td>$150</td>
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<tr>
<td>SmartLF PC LCD Stand</td>
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<td>$247</td>
<td>$247</td>
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<tr>
<td>SmartWorks Pro</td>
<td>1</td>
<td>$650</td>
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| Shipping (taxable)                     |          |           | $250   |
| Tax (8.7%)                             |          |           | $2,540 |
| Total                                 |          |           | $31,980|

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.

   None planned.

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.

   Funding for the large-format printer could be supported without funding the large-format scanner. Alternatively, a smaller, less-expensive scanner could considered, yet that would limit the materials that could be scanned and might displace other equipment in the STC as the two pieces are currently planned to be installed on the same frame.

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 STC currently uses an HP 5500 and an HP z6100 to support large-format printing. Finding replacement parts for the HP z6100 is feasible and will be performed in order to keep this printer as a back-up. It is not feasible to keep repairing the HP 5500 which is currently 8 years old. The existing scanner is no longer supported and can no longer be upgraded to work with current computers.**

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
This equipment will be placed in the Student Technology Center. There is no similar equipment available for students elsewhere on campus.

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.”

   **This project replaces one large-format printer and one large-format scanner.**

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

   **It is not feasible to upgrade the printers and scanners as they have too many internal parts which are failing and replacements are no longer available in many cases.**

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 will be available for all students during the 60+ hours that the STC is open each week. Students are encouraged to make appointments for this equipment as it generally requires our assistance. We publicize our resources in numerous flyers, on our website and when we hold open-houses and information tables. Paper and ink costs for the large-format printing comes out of our operating budget.**

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.

6. Does the department have adequate operating funds to provide ongoing maintenance and support?
   - No ☑ Yes ☑ If yes, describe.

   **The STC receives annual operating funds through the Student Tech Fee. Approximately 80% of our funding goes toward hiring student assistants who provide walk-in support and teach regular application workshops. The remaining 20% is used for material supplies for the large-format printer and upgrades and software renewals for other equipment that we support. For the replacement of expensive pieces of equipment, the STC must always come back to the STF through this proposal process.**

   Assuming that funding for the STC is renewed at the end of the 2012-2013 academic year, we anticipate continuing our ability to provide support, material supplies and ongoing maintenance for the printer and scanner.

   While we have seen 15% growth in the use of our large-format printing, we are anticipating spending less in material supplies in the coming year as the new printer is expected to use less ink.
7. Does the department have adequate personnel funds to provide ongoing staff support for this project?

No ☐ Yes ☑ If yes, describe.

Assuming that the funding of the Student Tech Center is renewed at the same or higher rate beyond the 2012-2013 year, we will continue to provide the staff support to make this equipment available 60+ hours each week.

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.

This equipment will be located within the Student Tech Center, in the Learning Commons of Haggard Hall 2nd Floor.

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.

Installing the printer and scanner should take no more than a couple of days from delivery. Staff training would commence immediately and the systems would likely be available within 2 weeks of delivery.

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).
Continued operation of these functions requires the renewal of the Student Tech Fee in support of the Student Tech Center. We anticipate that this renewal will be approved in the spring of 2013.

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.
   n/a

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

3. Indicate the amount of external funding that would be requested.
   n/a

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?
   n/a

5. Has a grant proposal already been submitted for all or part of the proposed Student Technology Fee project?
   n/a