STUDENT TECHNOLOGY FEE PROGRAM
2015 TECH INITIATIVES SUMMARY SHEET

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

Project Title: Humanities Majors – Seminar Room Workstation
Department/Organization: Department of Liberal Studies – Org 3442

Project # (STF staff enters)

Applicants (first applicant is considered primary contact):
Name: Scott Pearce Mail Stop: 9064 Email: Scott.Pearce@wwu.edu Phone: Ext 3897
Name: ____________ Mail Stop: ___ Email: ____________ Phone: ____________
Name: ____________ Mail Stop: ___ Email: ____________ Phone: ____________

STF Grant Request (from page 1 of 2015 proposal form: line 6) $3,500

Authorization for contribution resources (if applicable):

Submission Date: April 1, 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.

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

**Project’s Strategic Priority by College: 4**
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.

2015 STF Project Summary Sheet
Student Technology Fee – AY 2015  
Tech Initiatives Proposal Form  
DUE April 2, 2015

Project Title: Humanities Majors - Seminar Room Workstation

Department/Organization: Liberal Studies 3442

Project Applicant(s): Scott Pearce  
Principal Contact

Name Scott Pearce  MS 9064  Email: Scott.Pearce@wwu.edu

Amount Requested for Project

Proposed Budget:

1. Equipment total $2000
2. Plus site preparation (not STF funded) + $100
3. Total Project Cost (spreadsheet total from part IV of this form, Total Project Budget) = $3600
4. Less organization’s contribution – $
5. Less site preparation – $100
6. STF Grant Request = $3500

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

Over the past year, the Liberal Studies Department has in various ways been working to turn Liberal Studies dedicated space, BH 159, into more than just a seminar room. Relatively spacious, Bond Hall 159 has more room than needed for formal teaching of our upper division seminars; and there is of course time when the room as a whole is free to
be used in different ways. Therefore, seeking new ways to serve the students we have and to reach out to new ones, we have for the last year been working to make the room a hub for students' academic activities and enterprises. In part at least, our efforts are inspired by the success of learning centers that have emerged in the library and elsewhere on campus. Several comfortable little niches have thus been laid out, surrounded by shelves full of books and magazines. The room is available not just for our majors but for students in all of our classes. When no class is being conducted it is used by dozens; some individually pursuing topics there, others meeting in small groups to review class materials or to discuss and debate a variety of issues. In its role as a community center, Bond Hall 159 has also become the venue for occasional events, often arranged by our student-led Leadership Team, such as introduction to the department for interested students, or talks by alumni or faculty on practical topics such as career possibilities.

Thus, the Liberal Studies Department has worked to expand the role of BH 159 as a center for our students. Following centuries-old traditions, we have filled the walls around them with a rich abundance of books and magazines, related to their classes or leading them beyond. This is still a necessary condition for a broader liberal arts education; students need to become accustomed to picking up and thumbing through the New Yorker or the Times Literary Supplement, to discover worlds beyond a particular academic discipline. But access to such printed material is no longer sufficient. Computers and current software are needed to finish the transformation of classroom into complete community learning center. Therefore, we now request support to install 2 workstations in Bond Hall 159, to assist our students in their studies. These will be available for general use, but also for particular purposes: to familiarize students with digital techniques used in Humanities research (electronic texts, GREP searching, photographed manuscripts, LaTeX, etc.). Location of the workstations in Bond Hall 159 will also provide computer support for use of the printed materials held there, which may not be taken from the room. Additionally, all of the faculty offices are located across from the seminar room, allowing students access to their professors to ask questions and get assistance while in the middle of study and research.

The cost will include 2 desktop computers, desks/tables and 2 task chairs. Funding cannot be drawn from course fees, since the plan is to make this center available to a broad array of students in Liberal Studies classes. The cost cannot be placed only on those in upper division major courses. Our request meets, if not exceeds, every goal listed above in the STF Mission. We will be broadening as well as enhancing the quality of our student's academic experience by providing multiple and useful ways to conduct research while working individually and/or with a team. The workstations will obviously provide additional access to technology as well as integrating technology with course assignments/curricula.

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?
Inherently, the addition of two computer workstations in Bond Hall 159 provides students additional access to technological resources. We intend to purchase software specific to Humanities research which will be available exclusively on the workstations.

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

We will be broadening as well as enhancing the quality of our student's academic experience by providing multiple and useful ways to conduct research while working individually and/or with a team.

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

It is our goal to expand students' awareness of technological resources available to them by incorporating the hard copy book shelf resources in BH 159 with computer software made available via the workstations.

2. Would other departments be involved with this project?

No ☒ Yes ☐ If yes, describe.

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?

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.

Calculations-

Computer Use: 6 hours per day M-F= 30 hrs per week, 11 week quarter x 30 hrs per week=330 hours per quarter. This is a low estimate and we anticipate that use of the computers will increase as the students are made aware of their availability.

Unique Students: as a low estimate, we anticipate 30 unique students per quarter to use the equipment. We have on average, 450 students taking Humanities courses per quarter which require extensive research. Additionally, the department has an average 20 majors who also need to do extensive research for their theses and other Humanities projects.

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.

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<td>Task Chair</td>
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</tbody>
</table>

*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.)*

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.

   Currently, 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.

The top priority would be the purchase of the desktop computers and software for $2600. Purchase of chairs, $500, can be delayed and used chairs could be obtained from the surplus.

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.

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.

We do not have existing equipment, therefore there would be some impact on the networks and would require staff to install and network new 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 outlined in this proposal.

There are computer workstations available at the library and in various computer labs around campus. However, we intend to make these workstations Humanities focused with relevant links/resources on the desktops with instructions on how to use the resources etc. We are looking to create a collaborative environment to encourage students to work together on their Humanities projects or complete their extensive research required for their theses.

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.”

      N/A

   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 students enrolled in Liberal Studies courses. There will be a sign-up sheet for students to reserve a time to use the workstation. The computers will be available M-F from 8am to 5pm except during times when class is being held in the room. Access may be given to students outside that time frame by checking out a BH 159 key in the department office. The computers will be secured/locked to the desks so that they cannot be removed.

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.

6. Does the department have adequate operating funds to provide ongoing maintenance and support?
   No ☐ Yes ☒ If yes, describe.
   CHSS has technology staff as well as ATUS services for students. We don't think that students will need support beyond the guides we will provide for software use. Liberal Studies office staff will be responsible for troubleshooting any issues within their capabilities.

7. Does the department have adequate personnel funds to provide ongoing staff support for the project?
   No ☐ Yes ☒ If yes, describe.
   CHSS is budgeted $ for technology personnel but we don't anticipate needing their assistance except for the initial set-up and if any unusual problems arise. The software that the department intends to purchase is not complex and, if issues arise, they can be addressed by office staff.

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:
   Bond Hall 159

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.

   Summer 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).

   N/A

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.