Title of Project: Student Tech Center & Library Improvements to Media, Computing and Printing

Department/Organization: Library/Student Tech Center
Name(s) of Project Applicant(s):
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Amount Requested for Project: $61,692
Contribution by Requesting Organization: Installation and Security

I. Project Abstract

Through a capital renovation project that took place over the summer of 2009, the Student Technology Center is now co-located with Library services on the second floor of Haggard Hall. In this space, and the nearby Wilson areas, the Library has 80 computers that provide access to the internet, library resources, Microsoft Office and a few other programs for student use. The Tech Center provides another 19 computers with access to the Adobe Creative Suite (including Photoshop, Illustrator, InDesign, Acrobat Pro, Fireworks, Flash Pro, Dreamweaver, Adobe Bridge, Version Cue, and Device Central). In addition, the Tech Center offers color printing and large-format printing.

While the computing areas in Haggard and Wilson are joined by the Skybridge with printers located throughout, the printing options are largely separated due to the much older printers located in Wilson. This means that students computing in Wilson can only print in Wilson; and students computing in Haggard can only print in Haggard. Additionally, the Student Tech Center computers are licensed for the full suite of the Adobe Creative products while the Library computers are not. The first part of this proposal is to align the software and printing options across the Haggard and Wilson areas to provide a consistent and expanded experience for students. This will provide students using computers in the Library or STC to use Adobe software as well as to print to either the Haggard or Wilson areas.

A second phase of the capital renovation project is planned for the spring and summer of 2010. This phase is to build a new suite of rooms for student use on the second floor of Haggard near the Tech Center. The rooms are to provide a quiet, sound-proofed location for audio recording, video post-production, and presentation practice. The presentation practice room will allow students to make presentations, practice using
media equipment similar to that which is installed in classrooms, and to video-record those presentations for later review. The audio and video suites will allow for advanced work in audio recording and video editing in a quiet facility. The second part of this proposal is to fully equip these rooms for student use.

II. Relationship to STF Objectives and Impact on 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?

      By providing access to a wider suite of software, students will be able to complete a wider range of works from Library student computers. The full version of Acrobat provides more options for modifying and working with PDFs. The Adobe CS series is widely recognized as the de facto industry standard for photo editing, document preparation and advanced media development.

      The replacement of the old Library printers will allow those printers to alleviate the burden that is frequently placed upon the current printers. The 2nd floor of Haggard is very popular, and this area has always experienced waiting lines. Though we have two new printers in this area, the quantity of printing is ever increasing. By matching printer models throughout, the other areas in Wilson can help absorb the impact. Also, since the printers would be replaced by newer, increased-capacity printers, it would result in less downtime due to larger paper capacities, fewer toner cartridge changes, potentially faster print times, and likely less time between maintenance cycles.

      This project also equips new, sound-proof rooms for audio recording, video post-production as well as a practice presentation room. These rooms will be highly accessible, available during all Library open hours and assisted by staff in the Tech Center. The presentation practice room in particular would give students access to "classroom media" for which scheduling a full classroom is often very difficult.

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

      Currently there are ‘designated printing stations’ for the computers in Haggard, as well as those in Wilson. Replacing the printers in Wilson would allow all the Library and Student Tech Center systems to print to a single queue, which would then allow them to print from any B&W release station, not just to specific stations. When lines form around the most popular printers, students can choose to release and pick-up their printing from other printers throughout the Haggard, Skybridge and Wilson computing areas.

      Printing from checked-out laptops would be much simpler as well, as they, too, would be able to print to the same print queue – choosing any of the printers for release. (Currently, students must know how to change their printing settings.)
The addition of the Adobe suite of software would provide a consistent experience across the areas, would expand the number of computers that can print to color and would alleviate the current competition that students face for software currently available only in the Tech Center. Both the software and the printers would make the Tech Center/Library mixed environment simpler and more intuitive.

The newly equipped mediated rooms would provide students a location to privately practice and record their presentations using equipment equivalent to standard classroom media equipment. Students will also gain access to new recording and post-production suites with advanced multimedia software for audio production, video editing, and podcast development.

c. How would this project integrate technology into coursework?

The computing areas in Haggard and Wilson are used extensively for coursework represented broadly across the Western curriculum. With the expanded software selection, students will be able to do more at the Library workstations. Assistance provided by Tech Center staff can extend to these computing areas.

Both the Library and the Tech Center work with faculty to deliver workshops and provide coursework support. With the simplified but improved printing solution the students will be able to receive their printouts in a more timely fashion. And, we increasingly receive requests to support students with multimedia production including audio, video and podcasting. The presentation practice room will be a new facility that meets the requests of students for a location to record and review their presentations for the classroom.

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

The Adobe suite of products is used broadly across disciplines for both print and media materials. Faculty who have high expectations for the presentation of written or media projects can direct students to the expanded availability of Adobe products where technical assistance is located nearby. For printed materials, students are less likely to encounter printing problems or long waiting lines. And, for faculty who assign classroom-based presentations or the development of audio or video materials, they will be able to direct their students to these new media facilities.

3. Will other departments be involved with this project? If so, please describe.

Activities in the Library and the Tech Center are represented across the entire curriculum where both organizations consult and assist academic departments. To complete this project, some technical assistance will be sought from Technical Services to ensure an accurate print configuration.

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

No ☐ Yes ☒ Please describe:

The Library student computers were funded by the Student Tech Fee.
The Student Tech Fee has been used in the past to equip audio and video production spaces in Miller Hall in addition to providing new equipment for the Tech Center. In addition, the Student Technology Center receives ongoing funding from the Student Tech Fee including a meager amount for maintenance of existing equipment. Our budget does not include the funds to add significant, new services. And, there continues to be considerable pressure on our maintenance budget to keep up with the demand of services.

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.

To begin, printer use in these areas is effectively constant while the quarter is in session and through the evening hours while the Library is open. Just to give an example, the two B&W printers between the Tech Center and Library have printed more than 360,000 pages in a single quarter. Those printers alone are expected to print over a million copies in a single year.

Computer utilization in these areas is also very high. The Tech Center (while previously in high demand) has also seen an increase in utilization since moving.

It is difficult to anticipate the utilization of the presentation and audio/video suites. Given the requests that we have from faculty to support audio, video and podcasting projects, we anticipate high utilization especially during peak times in the quarter.

It should be noted that the newly equipped rooms will be available for scheduled or drop-in access during all hours that the Library is open (approximately 96 hours each week) with assistance provided by the Tech Center (68 hours each week).

IV. Project Budget

See attached spreadsheet for more detail.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Item Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP LaserJet 9050 with expansion tray</td>
<td>3</td>
<td>4,250</td>
<td>12,750</td>
</tr>
<tr>
<td>Adobe Design Premium Campus Licensing &amp; Maint.</td>
<td>80</td>
<td>235</td>
<td>18,800</td>
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<tr>
<td>Mediated Presentation, Audio/Video Suites</td>
<td></td>
<td></td>
<td>25,309</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td>56,859</td>
</tr>
<tr>
<td>Tax (8.5%)</td>
<td></td>
<td></td>
<td>4,833</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>61,692</td>
</tr>
</tbody>
</table>

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 Description.
1. What funding is available from your department or other sources?

   The Library and Student Tech Center will cover the costs of installation and securing equipment.

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.

   The printer, software and media suites of this proposal could be funded separately. In addition, the presentation practice room could be more limited rather than fully duplicating a standard classroom. The project segments are: 1) Printing @ $12,750; 2) Adobe Software @ $18,800, 3) Full Media Suites @ $25,309 or more limited alternate for about $17,000.

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.

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 current printers are in high demand. Due to the ‘split’ printing environment and the fact that maintenance and downtime are issues we currently face, a combined environment with newer printers would reduce staffing needs.

       The current software suite on the Library computers is Office (along with some other cost free programs). The addition of the Adobe software would allow the library to more closely match that which is available in the Student Technology Center and the ATUS labs.

       The addition of the practice presentation and media suites are facilities planned through a minor capital project and thus will have sufficient networking provided. And, while support of these rooms will be added to the responsibilities of the Tech Center, our staff are currently supporting those activities in other labs.
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 does not meet the needs outlined in this proposal.

These services expand upon the services already available at the Western Libraries and the Student Tech Center by replacing existing printers. We only seek to bring the few remaining older printers available in the library up to the standard that already exists in the labs and in the Student Technology center.

Similarly the software upgrade accomplishes essentially the same thing, to more closely match the offerings of the Tech Center/Lab environment.

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.

   The printers being replaced are:

   HP Laserjet 4350 DTN – 96 MB RAM, 460 Mhz processor, capacity (with extra tray) 2500 sheets, Recommended monthly duty cycle: 5000-20000 pages

   To be replaced with:

   HP Laserjet 9050 DN – 128 MB RAM, 533 Mhz processor, capacity (with extra tray) 3000 sheets, Recommended monthly duty cycle: 15000-50000, large format capable

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

   Not Applicable. The software is not currently available on library computers, and the printers cannot be upgraded appreciably to gain the benefits outlined earlier.

4. Will this equipment be available to students outside your department?
   No ☐ Yes ☑ If the proposed technology will be used by students outside of 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.

   The library student computers are open to all students in every department, so long as they have a valid Universal ID and login. Similarly, the media suites will be available during all hours that the library is open.

5. 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 ongoing maintenance and support?

   No ☐  Yes ☑ Please describe.

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

   No ☐  Yes ☑ Please describe.

Beyond the initial requested maintenance, ongoing software maintenance costs would be covered by the Library for the remainder of the desired license life.

The Library and Tech Center currently cover the ongoing supply and maintenance, and would continue doing so.

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 your department’s control, you must submit a draft proposal to Space Administration by November 25, 2009. Space Administration and Facilities Management will conduct a site survey and respond back to you 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 surveys by Space Administration and Facilities Management have been completed.*

1. Location for installation of equipment or technology.

   Software will be installed on existing stations throughout Wilson and Haggard.

   New printers will replace current printers at the Skybridge, Media Desk, and Wilson 2 North.

   The Presentation Practice room and the Audio/Video Suites will be located where existing copiers are located in an area numbered HH 219.

2. Is site modification required?

   No ☐  Yes ☑ If yes, please describe (electrical, air, painting, lighting, security, network access, etc.).

   All modifications will be conducted in the capital project PW620.
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.

Software would be added during a standard intersession maintenance cycle, which should cause no disruption to standard support and operation.

Installation of the printers will only require replacement of the physical unit as well as a slight modification in the domain group configuration and the release stations. This will also be accomplished during the intersession when printing is at a minimum to ensure minimal disruption.

Equipment for the Presentation Practice room and Audio/Video suites would be installed as soon as those rooms are ready.

All updates would be planned for the summer break with the intention to have changes in place by the start of the Fall quarter, 2010.

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.

There are no foreseen constraints to this project.

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.
   Not applicable.

2. Describe the funding cycle for these requests (submission dates, projected award dates).
   Not applicable.
3. Indicate the amount of external funding that would be requested.

   Not applicable.

4. In cases where joint funding is requested, what will happen if the STF award is made and the external grant is not awarded?

   Not applicable.

5. Has a grant proposal already been submitted for all or part of the proposed STF project?

   Not applicable.