2011 Student Technology Fee (STF) Proposal Form

Title of Project: Color Printing Improvements in Student Tech Center

Department/Organization: ATUS

Name(s) of Project Applicant(s)

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Principal Contact person:

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Amount Requested for Project: $4,348
Contribution by Requesting Organization:

PREREQUISITES

1. Review the policies (two) and procedure (one) below for using lab fees to purchase equipment. You may decide that this route 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 Proposal Form Instructions on the STF website:
   http://www.wwu.edu/stf/proposalprocessfinal.shtml#TwoInstructions

Important Notes:

• As of 2009-10, the Student Technology Fee Committee no longer accepts proposals for computer lab upgrades. Existing computer labs are now upgraded on a rolling schedule, and the Student Technology Fee continues to fund these upgrades.
• THE STF Committee will only accept complete proposals by the announced deadline. Every section of the proposal must be addressed.

I. Project Abstract
Give an overview of the existing environment, and summarize the items being requested. Briefly explain 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.

The Student Technology Center, co-located within the Western Library on the second floor of Haggard, serves all Western students with daily technology workshops, one-on-one tutoring and drop-in services in addition to providing scanning, digitization, and printing services. The Tech Center receives ongoing funding from the Student Tech Fee to include the support of a limited number of color and large-format printing for any Western student. The Tech Center is the only place where any student can come for color printing. Access to color printing is available during all hours that the Library is open and can be performed from the 91 computers on the second floor of Haggard. Many academic areas such as Art and Engineering Technology find color printing necessary for student assignments while other disciplines benefit from student work of a professional quality. This service is currently supported by a single printer that gets heavy use. A brief interruption in this service occurred this past year when printer parts required replacing. This proposal is to provide a second color printer in the Tech Center in order to improve the speed and reliability of this critical student service.

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?
   
   The addition of a second color laser printer on the second floor of Haggard would improve the speed and reliability of color printing for all students. With two color printers, the likelihood of a service outage is very limited.
   
   b. How would this project broaden or enhance the **quality** of the student’s academic experience through the proposed technology?
   
   Color prints for images and graphics improve the professional presentation of printed assignments and are necessary in disciplines where distinguishing color is important.
   
   c. How would this project **integrate** technology into coursework?
   
   Color prints add value to many class assignments that require working with images and graphs.

2. **From a faculty perspective**, explain how this project will enhance your ability to help students meet their educational goals.
Faculty who have high standards for the presentation of printed materials can expect a limited amount of color printing within student assignments. Students are less likely to encounter delays or service interruptions in getting their color printing performed.

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.

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

No ☐ Yes ☑ Please describe:

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. There continues to be considerable pressure on our maintenance and materials budget to keep up with the increasing demand of services. The current color laser printer was awarded under a student tech fee award in 2009.

III. Utilization

1. Please list the anticipated number of times and duration per each use--per quarter or per academic year—that the proposed technology will be used by students. The committee is looking for the total student hours and the total number of unique students who will use the technology in that time period. Explain how you arrived at this utilization.

Our current color laser printer has provided 169,549 prints over 6 quarters. The printer, therefore, averages 366 prints per day. Since most color print jobs are fewer than 10 pages we estimate an average of 40 students receiving color printing each day. Obviously, that number ebbs and flows throughout the quarter. Anecdotal reporting from workers at the Tech Center say that students are continuously lined up at that printer (and at times five deep) to receive their prints.

IV. Project Budget

This section details the estimated cost of the project. 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.wwu.edu/stf/instructions.shtml](http://www.wwu.edu/stf/instructions.shtml)

Please complete all of the following sections (attach Excel spreadsheet for any additional details).

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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 Tech Center will continue to use its current budget to provide material expenses in supplying the paper and toner for the printer. We anticipate a modest increase in this expense to do improved speed and increased demand.

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.

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 existing color laser printer in the Tech Center is used continuously throughout the day. We would anticipate a modest increase in color printing by adding a new printer.

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.

**Color printing is not available for all students in any other location.**

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.

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

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.

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.

   **The Tech Center has a modest maintenance budget that can support the addition of a printer.**

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

   **No ☐  Yes ☒**  Please describe.

   **The Tech Center is staffed to provide technical and end-user support. The Tech Center is staff 68 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 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 24, 2010. 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.

   Haggard Hall 2.

2. Is site modification required?

   No ☒ Yes ☐ If 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.

The printer could be made available with 2 days of arriving.

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.
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?