# 2012 Student Technology Fee (STF) Proposal Form

<table>
<thead>
<tr>
<th>Title of Project: Learning Commons Portable Projection</th>
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<tbody>
<tr>
<td>Department/Organization: Libraries</td>
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<tr>
<td>Name(s) of Project Applicant(s)</td>
</tr>
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<td>Name Carmen Werder</td>
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<td>Phone x7329</td>
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<td>Phone x3894</td>
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<td>Principal Contact:</td>
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<td>Name Carmen Werder</td>
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<tr>
<td>Phone x7329</td>
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## Amount Requested for Project

Proposed Budget:

1. Equipment total $3,255
2. Plus site preparation (not STF funded) - 0
3. Total Project Cost (spreadsheet total from part IV of this form, Total Project Budget) = $3,255
4. Less organization’s contribution – $0
5. Less site preparation – $0
6. **STF Grant Request** = $3,255

### 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 updated [STF Proposal Form and Instructions](#) on the Student Technology Fee website.

### 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 Libraries’ new Learning Commons (across the 2nd floor of the Haggard and Wilson wings) aims to provide integrated support resources and services to enhance student learning across the university. Currently, there is no projection capacity in the main gathering spaces of the Learning Commons. Having this movable screen and laptop cart available in the Commons space would mean it could be brought in extemporaneously to enable small and large groups of students to collaborate online with faculty and staff in the interactive spaces across the Learning Commons. It will also enable the eight Learning Commons programs to collaborate in offering integrated teaching and learning workshops throughout the Learning Commons. In addition, it will facilitate offering professional training sessions for Learning Commons student staff as well as for individual Learning Commons programs to integrate technology into their individual presentations, workshops, and forums. Having this portable projection at the ready will enhance the quality of academic support services provided in the Learning Commons because it will enable the smooth incorporation of online resources organically during instructional sessions, especially those that are curricular-based.

II. Relationship to STF Objectives and Impact on Existing Academic Programs

Describe your proposed project in detail. Tell us how it would 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?

      Currently, there is no movable projection technology available on the second floor of the Library especially for use in the Wilson Library 270 gathering space where the Teaching-Learning Academy dialogue groups meet as well as where instructional workshops and forums are now being scheduled. Having the movable cart available would give student access to projection in multiple spaces on an as needed learning basis.

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

      The movable technology would enhance the quality of students’ academic experience because it would provide readily available and portable projection capacity for instructional forums and sessions that the Library’s Learning Commons wants to offer in supporting teaching and learning across the curriculum. Not only would it be available for planned presentational/instructional use, but it would also be available as the need surfaces. Often, the need for technology emerges spontaneously in the process of discovery, so the portability of this equipment would respond to that emergent learning need.
c. How would this project integrate technology into coursework?

The individual Learning Commons programs already offer curricular-based support. For example, the Tutoring Center focuses on supporting GUR chemistry and math courses. This technology would enhance the ability of these programs to integrate technology in a more extemporaneous way. In addition, the Learning Commons faculty and staff are working to integrate their academic support services and resources to support students’ coursework. Having this portable unit would enable faculty and staff across the Learning Commons programs to collaborate more easily and spontaneously. For example, if multiple students from the same class were seeking help on writing research-based papers, the Reference and Writing Center staff might co-convene an instructional session on the spot to assist them.

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

This technology would provide faculty and staff in the Learning Commons a convenient and portable way to integrate technology into instructional sessions designed to support course-based assignments as well as other sessions and forums designed to support student learning. The movable technology will also afford a way to provide online, shared professional training for student support staff across the Learning Commons.

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

Yes, all the programs that are partnering in the Learning Commons (Writing Center, Tutoring Center, Teaching-Learning Academy, Reference, Circulation, Student Tech Center, Viking Village, and Writing Instruction Support) will be involved as they will all have access to this movable technology both to support their programmatic instructional needs as well as to support instructional sessions offered collaboratively. While the majority of the LC programs report directly to the Libraries, the Tutoring Center reports to Student Affairs and the Student Tech Center reports to ATUS.

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

No ☒ Yes ☐ Please describe:

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 would be used by students. The committee is looking for the total student hours and the total number of unique students who would use the technology in that time period. Explain how you arrived at this utilization.

Total student hours anticipated = 50 hours per quarter (based on course-based sessions - 10, Learning Commons integrated workshops - 10, Learning Commons student staff training - 5, and individual Learning Commons program workshops and instructional sessions - 25).

Total number of unique students anticipated = 1,000 per quarter for the first year of use (based on number of students expected in course-based sessions - 250, LC integrated workshops 250, LC student staff training - 115, and individual LC program events - 450.) As the Learning Commons increases its offerings of coordinated workshops/events, we would expect the numbers to increase significantly each year.

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.

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

Note: Spreadsheet totals should match the projected budget figures on page 1 of this proposal. (See box on page 1.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Item Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 inch screen</td>
<td>1</td>
<td>850</td>
<td>850</td>
</tr>
<tr>
<td>laptop</td>
<td>1</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>portable cart</td>
<td>1</td>
<td>650</td>
<td>650</td>
</tr>
<tr>
<td>Shipping (taxable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax (8.5%)</td>
<td></td>
<td></td>
<td>255</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>3,255</strong></td>
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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 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.

   This request would cover start-up costs only. Western Libraries would pay for the annual maintenance, as well as for personnel to assist in using the equipment for instructional purposes.

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 elements of a proposal could be funded separately, the applicant is responsible for prioritizing these elements before submitting the proposal.

   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 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

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.

Does not impact existing resources as there is no movable projection technology available. Some of the Library’s group study rooms have smart boards that would continue to be available for peer-to-peer work, but this movable technology would afford instructional use by Learning Commons faculty and staff.

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.

The need in this case is for portable projection within the Libraries’ Learning Commons space as there is no existing equipment to meet this need.

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.

      N/A

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

      N/A

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, please describe how they would gain access, how the availability of the equipment would be publicized, the hours/week when the equipment would be available, and any costs that would apply.

All Learning Commons student staff (whether employed by the Library, the Tutoring Center or the Student Tech Center) would gain access through a scheduling calendar to
be kept by the Learning Commons student liaison. The equipment would be available
during for check-out during Library hours.

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.

Western Libraries maintains a variety of technology and equipment through its operating budget, and it would provide for maintaining this equipment in the same way. Since the equipment being requested is not a complicated unit and does not include a printer, maintenance costs would be minimal.

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

No □ Yes ✓ Please describe.

The library has an IT department in place which supports this type of equipment, and a circulation system which is used to inventory and track usage. This equipment will maintained in the same way.

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 22, 2011. Space Administration and Facilities Management will conduct a site survey and respond back to you concerning project feasibility, cost, and schedule. The site survey response 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.

Since it is a portable unit, there would be various locations for use. No installation is required. The equipment would be stored on the Learning Commons floor, in Wilson Library 265b, which is a secured storage space.

2. Would site modification be required?

No □ Yes ✓ If yes, please describe (electrical, air, painting, lighting, security, network access, etc.).
3. Would 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 will 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.

No site preparation is needed, and the storage location is already secured in Wilson Library 265b.

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.

N/A

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 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?