



Student Technology Fee Committee (STFC) Special Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2024-11-14 15:02:32

Date Due: 2024-11-15 12:00:00

Date Submitted: 2024-11-14 15:05:33

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Computer Literacy Program - Special Allocation

Request Description: A special allocation request for funding of advertising materials for the Computer Literacy Program.

ALLOCATION REQUEST INFORMATION

Department Name: Information Technologies

Request Code: 24S0464

Contact Names: Caitlin Chavez-Moats

UW Tacoma Affiliation: Staff

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Phone Number: 2536925972

Title of Request: Advertising for Computer Literacy Program

Type of Request: One Time

Department Head Approval: Department Head: Patrick Pow

Special Request Information

1. Background: Review and discuss the context of the proposed technology in detail. Explain how this proposal will be used in conjunction with an original proposal or existing technology. If applicable, how is the current technology disabled or inadequate?

In the last ten years, academia has turned to more and more technological solutions and programs to aid students, staff, and faculty in their learning and work. Students submit most coursework online via Canvas, watch lectures remotely using Zoom, and use a variety of different productivity tools to produce their work. Even employees whose position does not constitute the regular use of a computer (facilities, campus safety, etc.) requires that they have some basic understanding of how to use a computer; they may be required to submit hours on Workday, or create logs of incidents.

While most are adept at navigating this technological landscape, we have many members of our community who do not have the skills or experience using basic computer applications (Microsoft Word, Google Docs, Email, etc.) or even the skills to use a desktop computer itself.

To help decrease this gap, UW Tacoma Information Technologies has recently purchased access to Northstar Computer Literacy (<https://www.digitalliteracyassessment.org/>). This is software that is produced by Literacy Minnesota that assesses a user's proficiency in different technology areas, such as email, navigating the web, using a computer, and other areas. The software then takes the results of the assessment and walks students through self-service modules related to their areas of weakness. Furthermore, included in the purchase of this software is a Computer Literacy curriculum that can be used for either 1:1, in-person tutoring on computer topics or for offering larger classes. You can find a composite review of the software at <https://www.merlot.org/merlot/viewCompositeReview.htm?id=1307434>.

With this information in mind, the UW Tacoma Information Technology department is asking STFC to fund the additional expenses of \$500 for advertising this program to ensure program outreach. At this time, we are limited only to free, digital advertising resources and would like to expand to fliers, A-Frame posters, and other physical media avenues for promoting this resource.

2. Benefit to Students: Discuss how students have (for returning applicants) or will (for new applicants) benefit from this technology. How will additional funding of the technology benefit students?

By staffing our spaces with a Computer Literacy Specialist, UWT IT is able to greatly expand the accessibility of this service to learners who may not benefit from self-service learning, such as those struggling with the most basic use of computers or learners who know English as a secondary language. Additionally, by offering the services of a Computer Literacy Specialist, learners who may do well with online learning but need additional instruction or clarification beyond what Northstar's self-service modules can offer can ask questions and further improve their knowledge. This would be particularly impactful to students from socioeconomic backgrounds that did not allow for regular access to technology.

This special allocation request allows for better advertisement of this program to ensure program success and that students become further aware of this program.

3. Access: Describe who will be using or will have access to the resources being proposed. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

Access to in person assistance would be accessible to all University of Washington Tacoma students.

4. Timeline: Provide a timeline showing how the proposed technology can be completed during the requested period. Describe when you would like to see this proposal initiated and completed, and why.

After this request is approved and funds are made available, we would immediately begin utilizing physical media for advertising the Digital Literacy Service.

5. Resources/Budget: Discuss available financial, personnel and space resources devoted to the proposed technology and level of support. Proposal must detail all the items/resources requested to be purchased. This includes filling out the Item Detail in next section.

We are requesting funding totaling \$500 to be used for advertising of the Digital Literacy Program. This budget would be used for fliers, posters, A-Frames, and other physical media advertising that is currently inaccessible to us due to funding.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Physical Media Advertising	1	\$500.00	\$0.00	\$0.00	\$500.00
OVERALL TOTAL:					\$500.00