



# Student Technology Fee Committee (STFC) Annual Allocation Request

### ALLOCATION REQUEST DATE INFORMATION

Date Created: 2025-01-22 10:35:02      Date Due: 2025-02-07 12:00:00      Date Submitted: 2025-02-05 13:07:51

### ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: UAA STFC 2024 Request

Request Description: Asking for \$1700 for the purchase of two new computers for our Student Advising Mentors.

### ALLOCATION REQUEST INFORMATION

Department Name: University Academic Advising

Request Code: 25A0471

Contact Names: Jennifer Mitchell

UW Tacoma Affiliation: Staff

UWT Email Address: mitchj15@uw.edu

Phone Number: 2536925978

Title of Request: UAA STFC 2025 Request

Type of Request: One Time

Department Head Approval:  Department Head: Bonnie Becker

## Annual 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?**

Academic advising is an integral service within the university structure; it is directly tied to student satisfaction, success and retention. The UW Tacoma University Academic Advising (UAA) staff assist students with choosing and applying to a major, discovering learning opportunities on and off campus, investigating pre-professional programs, as well as planning a course of study to meet their personal, academic and professional goals.

This funding request is being made to allow the UAA's outreach capabilities to be more efficient and capable. This request will fund the purchase of two (2) new desktop computers for our student advising mentors (SAMs) in the UAA office. These resources will support academic advising to meet students more effectively, as the current computers are quite old (date unknown, but purchased before 2017) and make it difficult to provide smooth and timely assistance to students when they reach out for information. They do not work well with required software- even Microsoft Outlook- even after IT has replaced parts in them. This request will also benefit the entirety of the GWP 102 suite including Office of Global Affairs, International Student Support Services, Office of Undergraduate Education, and Career Development & Education. These new computers would be good tools to allow the front desk student workers to help not only with the UAA students, but all students who come into the suite.

The advising computers could be used by student advising mentors to supports students in:

- Accessing the many student resources available at UW Tacoma
- Scheduling a one-on-one academic advising appointment
- Reviewing transfer credits and major entrance requirements
- Exploring, choosing and declaring a major/minor
- Understanding general education and academic requirements
- Degree planning and course selection
- Learning the policies and procedures of UW Tacoma
- Navigating UW technologies and registration process

**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?**

In addition to the benefits listed above, the accessibility provided by new computers for the SAMs to do virtual advising and office support can help to ensure that students who seek academic advising receive accurate and timely support, information and referrals.

The work we do across campus to increase student success is complex and cannot be done in isolation. UAA recognizes the need to meet anticipated enrollment growth, to continue our high-impact outreach and programming efforts, and to maximize advising support beyond the physical location of the UAA. By continuing to offer academic advising services in the virtual realm, SAMs can begin to build deeper relationships with advisees by interacting with them where and when the students prefer. This will allow student advising mentors to prepare students for upcoming advising appointments and registration, investigate deadlines and important dates, explore academic options, connect majors to career options, navigate academic technologies and foster advising and peer-to-peer interactions.

**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.**

The computers will be stationed at the main GWP 102 suite desk and back carousel. Technical support will be provided by the Information Technology Department.

**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.**

Upon allocation of funds, the computers will be purchased, received, inventoried and delivered to the UAA.

**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.**

Item: Computers-  
Qty: 2  
Cost Per Item: \$850  
Shipping Fee: \$0.00  
Tax Per Item: Included in price  
Overall Total: \$1700

### Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Desktop Computers	2	\$850.00	\$0.00	\$0.00	\$1,700.00
OVERALL TOTAL:					\$1,700.00