UNIVERSITY *of* WASHINGTON
TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2025-02-05 10:59:21`   Date Due: `2025-02-07 12:00:00`   Date Submitted: `2025-02-05 12:55:38`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Student MMLab Creative Techs

Request Description: Student techs to provide one-on-one assistance to students with all of their media projects.

ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Contact Names: Paul Lovelady

UWT Email Address: lovelady@uw.edu

Title of Request: Student MMLab Creative Techs

Request Code: 25A0488

UW Tacoma Affiliation: Staff

Phone Number: 2536925742

Type of Request: Continuous / Ongoing

Department Head Approval: ✔   Department Head: Patrick Pow

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?

The Multimedia Lab (MMLab) is a collaborative lab that assists students from all disciplines across campus with video productions, poster designs, media prep for class presentations, student organization projects, layout assignments, Powerpoint basics and graphic design. We offer specialized, step-by-step guidance through project workflow and the creative process, primarily instructing at the novice level to accommodate our student population, which largely comprises non-Communication majors.

The project development plan that we typically create for students includes an initial consultation, pre-production advice (if requested), post-production guidance, and distribution preparation.

We also provide pre-production advice when classes reach out to us prior to the start of their projects.

The Multimedia Lab at UW Tacoma provides a comprehensive service that demands not only technical expertise and creative problem-solving but also strong interpersonal and instructional skills.

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?

Having an experienced staff member available to students for extended periods will greatly benefit them. Additionally, by having multiple team members on hand during peak season (typically from midterms to finals, when assigned projects are often due), we can ensure users that we will be able to meet their needs.

Future student employees will also benefit greatly from this program. They will gain hands-on experience and develop potential career skills by working with professional IT staff. This collaboration also enhances their UW Tacoma experience through personal and professional development. The recent Canva and CapCut workshops and the creation of content for our social media and Youtube channel are excellent examples of the collaboration between IT staff and student employees to develop detailed, professional content.

Our Youtube playlists can be viewed at:

https://www.youtube.com/user/uwtacomammlab

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.

Located on the Pacific Avenue level of Cherry Parkes (CP 005), the Multimedia Lab is available for drop-ins or appointments to all registered UWT students.
We are currently staffed Monday through Thursday, 10am-6pm and Fridays 10am-3pm.

This proposal will help us offer adaptability if increased hours are needed. It will also provide us with flexibility to staff more student techs for quarterly peak usage.

We routinely advertise our services and workshops through DubNet, the Grit List, our social media and the campus TV advertising. At the start of every quarter, notices also go out to faculty so they can connect their students to the MMLab for class assignments.

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.

This proposal would begin summer quarter 2025 and carry through spring quarter 2026.

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.

Information Technology also has a staff member dedicated to the MMLab for twenty-four hours each week, Monday – Thursday, to support the student techs and train them. We also currently employ four, STFC student employees to help us assist campus, Mondays-Fridays.

Information Technology provides all computer/software installations, updates, maintenance, and troubleshooting of STFC hardware.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Student MMLab Creative Techs - Hour Rate	2250	$17.16	$0.00	$0.00	$38,610.00
Student MMLab Creative Techs - Benefits @ 23.5%	2250	$4.03	$0.00	$0.00	$9,067.50
				OVERALL TOTAL:	$47,677.50