

Q15. Proposing Group Information

Q1. Proposing group name (examples: Career Services, Student Diversity Center)

Digital Learning & Engagement

Q2. Department/Organization (examples: Student Engagement and Activities, Student Affairs, Academic Affairs)

UW Bothell Information Technology (UWB IT)

Q3. Contact Person

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

Salem Levesque

Q4. Contact Email

- This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal. Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

swjl@uw.edu

Q5. Budget owner

- Before submitting, you must discuss and receive approval on your request from a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) who will agree to be the budget owner and responsible for managing this allocation. Include the name and title (i.e. John Smith, Club Adviser) of that individual below. **IMPORTANT:** Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes, and have approval from their supervisor.
- If you are a registered student club, you may email the Student Engagement and Activities Director and Assistant Director, Sam Al-Khoury at sea2@uw.edu and Carla Christensen at carla24@uw.edu as a resource for your request by December 29, 2020.

Amy Stutesman, IT Director of Strategic Operations

Q6. Budget owner email

- Please provide the email of the faculty or staff member you discussed your request with.

Q14. Proposal Information

Q7. Executive Summary

- Please provide a concise overview of the program, activity, or service for which you seek funding. This summary should explain what you're requesting funding for. (1600 character limit, approx. 250 words or less)

UW Bothell's Open Learning Lab (OLL) is the campus' only unrestricted, drop-in computer lab to offer digital media production software and in-person digital media support. The OLL is available to all UWB students, regardless of major. Founded to expand UWB students' access to technology, over time the concept of accessibility has become even more central to the OLL's mission. This was made evident in a 2018 redesign which brought accessible furniture and computers into the lab. To truly embrace accessibility as a core principle, though, the OLL needs to be able to provide students with opportunities to learn about accessibility and how to produce accessible digital content. Such learning will better position UWB students to contribute to the building of a more just, equitable, and inclusive society. Through the Empowering Students with Accessibility Training (ESAT) program, we request funding to create a student worker position at 19.5 hrs/week. The student worker will work with the Digital Learning team to develop student-facing resources that raise awareness about accessibility and build students' skills in developing accessible digital materials. ESAT will develop students skills in areas such as: How to create accessible digital media (Word, PDF, video files) How to use assistive technology to support student learning How to make inaccessible resources, such as images and PDFs, more accessible The student worker will also offer one-on-one support through scheduled Zoom support sessions to any student wanting or needing to create accessible digital materials.

Q8. Need for Program

- Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community, i.e., what student opportunities would be absent without funding. This section should explain why you're requesting funding. (1600 character limit, approx. 250 words or less)

While the Disability Resource Office remediates media for students with a documented need for accessible content, UWB does not currently provide students with accessibility training. Such training meets two important needs for students: The need to contribute to the creation of a more equitable and inclusive future; and the need to develop valuable career-readiness skills. Training students to develop "born-accessible" materials instills in students a proactive, rather than reactive, attitude toward accessibility. Rather than thinking about accessibility only after someone with a disability encounters difficulty, students will learn how born-accessible materials benefit everyone in society - from those with disabilities to those who simply learn better when resources are more accessible. In addition, thinking about accessibility proactively and having the skills to create born-accessible materials are skills employers value. According to the National Association of Colleges and Employers, employers desire graduates who 1) are capable of "leveraging existing digital technologies ethically," and 2) who demonstrate "openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences." The ESAT program directly benefits students needing to develop accessible materials and wanting to develop marketable skills. We hope faculty will also consider integrating the resources into their courses, expanding the program's impact.

Q9. Is this a new request?

(Partial means that one or more-line items of the submission is new but not necessarily the program or submission itself. Select No if the request is not new but was previously submitted under a different name; i.e., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

Q10. What on your request is new or has changed?

This question was not displayed to the respondent.

Q11. Strategic Plan

- How would you like to see this program grow/change/adapt, and what role does funding play into this vision? Please describe some key goals you are hoping to accomplish, now and in the future. (1000 character limit, approx. 150 words or less)

ESAT's immediate goals are to: - Help students develop a proactive attitude toward accessibility. - Help students learn how to create born-accessible digital media and how to remediate inaccessible digital media. - Provide students with relevant, meaningful accessibility-focused support and learning resources. These immediate goals contribute to our ultimate future goal of promoting accessibility as core service and value of Open Learning Lab.

Q12. Assessment

- Estimate how many currently enrolled students will likely benefit from your proposed service or program. If you have previous statistics from past programs, please feel free to include for comparison.
- What is the impact of your program and how do you measure the affects?
- If a new program, describe how you plan to assess the proposed service/program. Describe any metrics or operational targets your unit uses to assess its financial and operational health.
- (Supporting documents or materials are not required but may be presented in the hearing if desired.)

(1600 character limit, approx. 250 words or less)

ESAT services and resources will be accessible to all UWB students, regardless of major. Although accessibility-focused training and support will be a new service provided by the OLL, other OLL student workers employed in different capacities have typically responded to more than 3000 questions and support requests per quarter, suggesting that UWB students find value in having peer support. The worker funded by this proposal will expand the support available to UWB students, particularly those wanting to build their accessibility knowledge and skills, empowering them to foster greater equity and inclusion in the communities in which they live and work. ESAT's goal is to build skills and raise UWB students' awareness of accessibility issues related to digital media production, as well as the personal and societal benefits of thinking proactively about accessibility. To determine the success of the program, the Digital Learning and Engagement team will assess the following metrics: 1. Submitted questions and scheduled appointments - Using UW Connect (email), we will track how many questions and requests students submit on a quarterly basis. - Using analytics from Calendly, we will track how many students sign up for one-on-one support appointments. 2. Website and digital resource use - Using Google analytics, we will track many times users access support pages and other digital resources. 3. Qualitative feedback - Using a follow-up survey, we will track how students felt about the support they received.

Q13. Funding Categories

For these responses, please do not show the math on this proposal. Use the excel sheet for the actual math. Instead, in these sections, tell SAF about the category funding needed and provide the 'why' for the request. There is no character amount but you are asked to be concise in your response.

Q16. Salary Positions

Please briefly describe the positions you are requesting funding for. If there are differences or distinctions in positions, please explain what they are and do.

We would like to hire and train one student worker at 19.5 hours a week, to provide accessibility-focused support for all UWB students looking to create accessible digital media. In addition, the student worker will help develop on-demand accessibility-focused training resources.

Q17.

Programming/Events

- Please briefly describe the program(s) you are requesting funding for. This also includes needs relating to security, honorarium, hospitality, and contracts, etc. Specify what programs are virtual.

We request funding to create a student worker position at 19.5 hrs/week. The student worker will contribute to the development of student-facing learning resources to raise awareness about accessibility issues and build students' skills in developing accessible digital materials. These resources will be designed to provide students with on-demand training in skills such as how to create accessible digital media, Word, PDF, and PowerPoint documents, how to use assistive technology to support student learning, and how to make inaccessible resources such as images and PDFs more accessible. In addition to helping create these on-demand resources, the student worker funded will also offer one-on-one, real-time support through scheduled Zoom support sessions. We have no need for funding related to security, honorarium, hospitality, and contracts, etc.

Q18.

Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

None

Q19.

Printing & Photocopying

- Note printing and photocopying expenses

None

Q20.

Office Supplies

- Note office supply expenses

None

Q23. Food and Refreshment

(note what and how much or often is for training and/or programming)

■ Please indicate why food is necessary in your proposal. If you are requesting food for multiple/different programs, please indicate how much or how often you'll be providing food at the given programs (i.e., three staff trainings and four large scale unique events).

■ Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: <https://www.uwb.edu/finance/food-approvals>

■ Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy. Please ensure that you are in compliance with applicable health and

safety and per diem rates for meals. The per diem rates are available at the following link:
<http://finance.uw.edu/travel/meals#perdiem>

None

Q25. Transportation and Travel

- Describe the type of travel you are requesting (i.e in-state/out of state, local travel, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel.
- Note: Include professional development related travel in the professional development category.

None

Q26.

Professional Development

(note items that are for certification, note if required for position)

- Please describe the professional development opportunity. Please indicate the number of students, staff participating. Indicate if a professional development opportunity will result in a certification, and whether this certification is required for a job. This should include all costs associated with registration, air or ground travel, per diem, etc.
- Please ensure that you are in compliance with applicable per diem rates for meals and lodging. The rates are available at the following link: <http://www.gsa.gov/portal/content/104877>
- Note: Student travel arrangements are made through the University.

None

Q28.

Promotional Items

- Are you requesting funds for promotional items?
- Please note that promotional items are limited to a total value of \$800; see SAF bylaw 5.A.5 for more details: <https://www.uwb.edu/studentaffairs/safc/safbylaws>

None

Q29. Operations

- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.
- Phone lines should be calculated at \$10 per line per month

All hardware/software resources are currently available in the Open Learning Lab. No phone lines needed for this program.

Q30. Uniforms

- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

None

Q31. Other

- Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

None

Q32.

Total Amount (please note the total dollar value)

- Please list your total amount requested, please make sure all line items are on the spreadsheet. This total amount should match the total from the spreadsheet.

\$19,776.64

Q33.

Your application is not complete without a completed spreadsheet and may not be considered by the committee. All funding category line items and their dollar amount/cost should be listed in the spreadsheet.

Please download the

spreadsheet template at <https://www.uwb.edu/studentaffairs/safc/annual>. Complete the spreadsheet, save it with your proposal name and EMAIL to safuwb@gmail.com by 5pm on January 7, 2020.

