Student Technology Fee Request For Funding

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

- Electronics (ie. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University's central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee. There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:

1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access
Final Notes
If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu) and Adri MacArthur (2-3154; sanchea2@uw.edu) before being submitted. It also might need to be reviewed by Jim Pilon of Fiscal & Audit Services (2-5260; jpilon@uw.edu).

Basic Information

Proposal Title *
Replacement Plotter

Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)
Plotter

Contact Person *
Gina Christian

Email *
glechris@uw.edu
Phone
425-352-3670

Campus Affiliation of Submitter *

- Student
- Staff
- Faculty

Student Initiated? *

- Yes
- No

If it's not student initiated, explain why here

The plotter is used by multiple student groups but the maintenance of it is by staff
Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

Which department will house and support the equipment? *

Housed in the workroom of the ARC on UWB network; support by Division of Student Affairs staff

Name of Staff/Faculty Contact Person from department *

Gina Christian

What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- Management of the item(s)
- ✔ Maintenance of the item(s)
- ✔ Security of the item(s)
- ✔ Replacement of the item(s) in the event that it is stolen or broken
- ✔ Cleaning of the item(s)
- ✔ Moving the item(s)
- ✔ Receiving, storage and surplus of the item(s)
The plotter is a large printer kept in the ARC. It is fairly secure and staff, including student staff, often go through the workroom; use of the plotter is restricted and is supposed to only be used by those who have been trained on its use.

Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here: https://drive.google.com/open?id=1--QSFYI6h1O17NtzY-DAdjrUwL9kpXRz

Is this proposal being resubmitted after being previously declined? *

- Yes
- No

Is this a request for the long-term account?
(Long-term funds granted must be used within three years)

- Yes
- No
Yes

**Required Consultation**

In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

**Name of Director or Dean**

Tim Wilson

**Phone Number**

425-352-3183

**Email**

tlw34@uw.edu
Level of Access for Technologies Requested

- **No Restriction**: Resource may be used by all UW students. A UW NetID may be required for use.

- **Registration Restriction**: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.

- **Appointment Restriction**: Resource may be used by all UW students by appointment with the resource owner.

- **Priority Restriction**: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.

- **Restricted Resource**: Resource use is restricted to certain students or an application is required for use.

If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:

The plotter is a large scale printer and the supplies can be expensive; only those trained on how to work the plotter can use the printer. Many student groups have access to have their posters printed on the plotter, however - though clubs, Media, Marketing, and Graphic Designers, ASUWB, Club Council, etc.

Proposal Details

**Detailed Description** *
Describe the proposal in detail.

Replacement large scale plotter - HP Design Jet Z6 44 -in post script printer
Resources Currently Available at UWB *
Describe/list the resources currently available on campus which are relevant to the proposal.

We currently have a plotter in the ARC workroom but the plotter is has been breaking down for the past couple of years leaving groups without large scale printing options except to use external printers, which can cost anywhere from $10-$36 depending on the poster/ink/vendor/turnaround time.

Preexisting Resources Required by Proposal *
Describe/list the resources which would be made available by the proposal.

Plotter printer and start-up package for the replacement plotter. After the initial supplies are used, there is a different non-STF budget available for ongoing supply purchases.

Benefits to Educational Experience of Students *
Describe how the proposal would benefit students’ education.

UWB currently has 80+ registered clubs and many additional student and student-supporting groups that rely on large scale prints to advertise their events, meetings, and student employment opportunities.

Availability for Student Use *
Describe the availability of the proposed technologies for student use.

Trained students will be able to print on the plotter.
Installation and Implementation Timeline and Plan *
Provide a timeline in which the proposed technologies would be installed and implemented.

When the current plotter finally fails (it has been unreliable for the past 18 months), we will need to replace the printer quickly to avoid escalating external printing costs. We are requesting the printer on long-term as we hope to stretch the current plotter use as long as possible but know that it will likely need to be replaced for certain within the next three years.

Supporting Department Endorsement *
Demonstrate endorsement of the proposal by the supporting department listed above.

The Division of Student Affairs is home and/or advisors to many of the student groups who directly or indirectly use the plotter. An example, Club Council provides printing support for clubs when large scale prints are needed; when Student Engagement has an event, trained student employees will print their posters.

Long-Term Operation Plan and Department Support *
The plotter is something that is kept long-term. Because there is not monetary gain or exchange per print, there is not a pool of funding that is otherwise available to replace the current plotter. Maintenance for the plotter will be provided through Student Affairs staff and ongoing supplies like print heads, ink, paper, etc. will be paid for using funds outside of STF.

Indications for Student Support *
Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.

The staff and student groups that depend on the plotter have expressed excitement and enthusiasm in support of a reliable plotter.
Please use the template attached here:
https://drive.google.com/file/d/1cPUyOhbrUjFnkCNhLqFQ4piUplCEv3c4/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

Submit budget here

STF Plotter - Gin...

Total dollar amount requested (including tax) *

6100.05

Letters of Consideration and Comments

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qF1GTiMq3KDxEePbZVVv97EV/view?usp=sharing

Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXgxbFRQ4k8PXnxkSt2FYMz0xeiU/view?usp=sharing

Upload Facilities' Letter of Consideration
What have you done to address Facility’s concerns?

Not Applicable, there is already a space and IT infrastructure in the ARC for the printer

What have you done to address IT’s concerns?

We have had multiple conversations about potential plotter replacements with staff in IT about options; the current plotter will use the same infrastructure available. See quote from HP for the replacement plotter attached

This form was created inside of UW.
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- Electronics (i.e. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

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Infrastructure

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Proposal Requirements

Proposals must:

1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access
Final Notes
If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu) and Adri MacArthur (2-3154; sanchea2@uw.edu) before being submitted. It also might need to be reviewed by Jim Pilon of Fiscal & Audit Services (2-5260; j pilon@uw.edu).

Basic Information

Proposal Title *
Microwaves for Students in UWB cafes

Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)
Microwaves in cafes

Contact Person *
Janel Nonhoff

Email *
jnonhoff@uw.edu
Phone
425-352-5083

Campus Affiliation of Submitter *

- Student
- Staff
- Faculty

Student Initiated? *

- Yes
- No

If it's not student initiated, explain why here
Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

Which department will house and support the equipment? *

Auxiliary Services (Dining)

Name of Staff/Faculty Contact Person from department *

Janel Nonhoff

What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- [ ] Management of the item(s)
- [x] Maintenance of the item(s)
- [x] Security of the item(s)
- [x] Replacement of the item(s) in the event that it is stolen or broken
- [x] Cleaning of the item(s)
- [x] Moving the item(s)
- [x] Receiving, storage and surplus of the item(s)
What is the department's plan for overseeing and maintaining the requested technology? *

Cafe staff will maintain microwaves in FFT and CG daily. Any issues will be reported to cafe Supervisor and or Manager.

Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here: https://drive.google.com/open?id=1--QSFYI6h1O17NtzY-DAdjrUwL9kpXRz *

STF proposal sig...

Is this proposal being resubmitted after being previously declined? *

- Yes
- No

Is this a request for the long-term account?
(Long-term funds granted must be used within three years)

- Yes
- No
Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

Name of Director or Dean *

Jeff Sann

Phone Number

Email *

sannj@uw.edu
Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:

Proposal Details
We have had students report that there are not enough microwaves in our cafes. The lines for the microwave get long during the lunch 'rush.' We currently have 2 microwaves at FFT and 2 at CG. We are limping along currently with a borrowed microwave from housing. The microwaves we buy are commercial grade and are specifically for high volume use. I am requesting a total of 6 Amana 1000 watt microwaves for the following reason: We would like to add to new microwaves immediately to CG (give housing back their microwave) so we would have a total of 3 working microwaves. We would like to add 1 new microwave to FFT for a total of 3 microwaves. This would give us a total of 3 microwave for our storage unit to replace any of the microwaves that break down as this happened this last year.

Cafe student staff

3 microwaves at FFT and 3 microwaves at CG (3 in storage available to cafes as backup)

Many students bring their own lunches. They often visit our 'eat-in spaces in our two cafes and the microwaves support a way for the students to re-heat their homemade lunches and take a break from their studies.
## Availability for Student Use *
Describe the availability of the proposed technologies for student use.

The microwaves are available anytime to students when the buildings are open.

## Installation and Implementation Timeline and Plan *
Provide a timeline in which the proposed technologies would be installed and implemented.

This implementation will happen as soon as this proposal is granted. It will take our vendor 3-4 weeks to ship out the microwaves. We anticipate the timeline to be March 20-30th or before.

## Supporting Department Endorsement *
Demonstrate endorsement of the proposal by the supporting department listed above.

We are currently gathering student testimony which I will pass along as well.

## Long-Term Operation Plan and Department Support *
Our cafes & Auxi services will continue to support students bringing their own lunch as we understand buying foods from the cafes, food trucks etc can be expensive. The microwaves have been very successful as we see the lines every day for them.

## Indications for Student Support *
Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.

We hear feedback everyday about the 'wish' for more microwaves. We are gathering documentation currently from students.
Please use the template attached here:
https://drive.google.com/file/d/1cPUSyOhbrUjFnkCNhLgFQ4pUpIcEve3c4/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

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Submit budget here

UW_Bothell___A_

Total dollar amount requested (including tax) *

$2,259.25

Letters of Consideration and Comments

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qFfTImq3KdxEePbzYVw97EV/view?usp=sharing
Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXgxhbFRQ4k8PXntSt2FYMz0xeiU/view?usp=sharing

Upload Facilities' Letter of Consideration
What have you done to address Facility's concerns?

Upload IT's Letter of Consideration

What have you done to address IT's concerns?

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Proposal Requirements

Proposals must:
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2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access
Final Notes
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Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu) and Adri MacArthur (2-3154; sanchea2@uw.edu) before being submitted. It also might need to be reviewed by Jim Pilon of Fiscal & Audit Services (2-5260; j pilon@uw.edu).

Basic Information

Proposal Title *
Quantitative Skills Center (QSC) iPad & TV Monitor Purchase

Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)
QSC iPad & TV Purchase

Contact Person *
Laura Hollingsworth

Email *
Iholling@uw.edu
Phone
4253525417

Campus Affiliation of Submitter *
- Student
- Staff
- Faculty

Student Initiated? *
- Yes
- No

If it's not student initiated, explain why here
Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

Which department will house and support the equipment? *

Teaching and Learning Center (TLC) QSC

Name of Staff/Faculty Contact Person from department *

Laura A Hollingsworth

What kind of support will you be receiving from this department? Check all that apply (It’s best if you have a plan for all of these): *

- Check for Management of the item(s)
- Check for Maintenance of the item(s)
- Check for Security of the item(s)
- Check for Replacement of the item(s) in the event that it is stolen or broken
- Check for Cleaning of the item(s)
- Check for Moving the item(s)
- Check for Receiving, storage and surplus of the item(s)
The Teaching and Learning Center is committed to maintaining the new iPads. The staff of the QSC will manage the usage of these resources to students in an equitable manner, and the manager will ensure that they are regularly updated, charged, and otherwise maintained.

Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here: https://drive.google.com/open?id=1--QSFY16h1O17NtzY-DAvjruwl9kpXRz

Is this proposal being resubmitted after being previously declined? *

- Yes
- No

Is this a request for the long-term account?
(Long-term funds granted must be used within three years)

- Yes
- No
Request Submitter has read and understands the STF guidelines ([https://www.uwb.edu/studentaffairs/stfc](https://www.uwb.edu/studentaffairs/stfc)) *

- Yes

**Required Consultation** *

In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

- Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

**Name of Director or Dean** *

Karen Rosenberg

**Phone Number**

206-400-6059

**Email** *

karenros@uw.edu
Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:

All UW Bothell students may access the QSC and use the iPads to request tutors as many times as they would like in a given day. They have to sign in at the beginning and end of their time in the QSC through the Navigate system, and must use the iPads each time they request a tutoring session.

Proposal Details
The Quantitative Skills Center (QSC) provides free, drop-in peer tutoring in quantitative subjects to all UW Bothell students as well as access to many resources (described below). This fall, the QSC had over 4,000 visits, which has been consistent over the past two years.

We are dedicated to providing equitable services to our diverse student body, and by offering up-to-date technology we will help students access our services in a timely and helpful fashion while also being able to give them the maximum amount of information possible about their requested tutoring session. Students need this access to be able to meet the demands of many different quantitative classes. By providing this service, we are helping students who would otherwise not have this resource to be competitive for top performance and give them the best chance to get into their major of choice.

Our request for funds is two-fold. First, we are requesting funds to replace existing tablets, which are the only way students have to access our tutoring services and request sessions when they are in the QSC. At this time, the QSC has 20 Lenovo tablets from 2015 that students and staff constantly use on a daily basis throughout the quarter which allows our staff to continually monitor student requests and for students to make moment-to-moment requests. These tablets are deteriorating, difficult to keep charged, and often have technical difficulties that require lengthy stints in the IT department. As such, they make the student’s experience in the QSC unnecessarily frustrating and time-intensive. We are asking for 20 new iPads as well as long charge cords for each iPad and cable locks for each iPad. These new iPads will be connected onto each table at the QSC to allow students easy and continual access to our services.

Secondly, we are requesting funds to purchase a TV monitor so students can see a display of the tutor waiting queue. When we switched to Navigate, students lost the ability to see themselves in the queue and thus cannot see how long they have been waiting or what place they have in the queue. This has led students to become increasingly frustrated with their inability to see this information so we want to provide them with this snapshot.
Resources Currently Available at UWB *
Describe/list the resources currently available on campus which are relevant to the proposal.

In addition to books, calculators (30 TI-83s, 30 TI-84s, 14 TI-34s, and 30 TI-30X IIs), 20 tablets, and other supplies, the QSC has nineteen computers designated for quantitative use. It is not uncommon for all computers to be in use during the Center’s operating hours, especially during high-traffic times in the late morning to mid-afternoon. Students rely on the QSC’s computers for online math, physics, and chemistry homework. Specific software includes: MS Excel and SPSS for graphing, statistics, and business coursework; ArcGIS program (Geographic Information Systems) for GIS courses; specialty Electrical Engineering software like Matlab; programming code for Computer Science courses (Java, and C++).

Preexisting Resources Required by Proposal *
Describe/list the resources which would be made available by the proposal.

The resources required by this proposal already exist: an inventory, and tracking system for the iPads, and the platform(s) including hardware, software and training for iPad usage.

Benefits to Educational Experience of Students *
Describe how the proposal would benefit students’ education.

Access to the appropriate tools that are up-to-date and functioning critical to student success. We strive to create a learning experience that is inclusive, and this includes using current technology to make sure students are being served in a timely and equitable fashion. Additionally, students being able to see their place in the queue will help them understand lengthy wait times or why they have not yet been served, and keep them from becoming frustrated and less likely to utilize our services again.

Availability for Student Use *
Describe the availability of the proposed technologies for student use.

Students will be able to use both the iPads and TV monitor whenever they are in the QSC, for as long or as many times as they require.
As soon as we receive the iPads, and mark them as the property of UWB QSC, they will replace the current tablets at every table and at the Front Desk. As soon as we receive the TV monitor and wall mount, we will contact Facilities and Services to have it installed.

The Teaching and Learning Center is in full support of this proposal.

The Teaching and Learning Center is committed to maintaining the new iPads. The staff of the QSC will manage the usage of these resources to students in an equitable manner, and the manager will ensure that they are regularly updated, charged, and otherwise maintained.
Indications for Student Support *

Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.

Student endorsements:

Ryan: “The QSC is in need of a serious technology upgrade. The tablets especially are outdated, sluggish, and feel more like a barrier and less like a tool in getting help from the QSC. Especially in the last year, the tablet queue process has felt slower and less reliable, the tablets disconnect and log out constantly, and I feel that the tutors struggle to use the tablets effectively. Furthermore, in the old iteration of the tablet software, each tablet displayed the current queue, which was very handy because I knew about how long I would wait. With the current system, I can’t see the queue and have no idea if I’m just waiting my turn, if my help request got lost, or if there just isn’t anyone to help me at the time. A TV queue display would be great so that we as students can know what to expect and make the queue easier to watch and notice for the tutors.”

Elijah: “I think the QSC needs ipads since it will create a more proficient experience for students. The new high tech technology will allow tutors to help more students in a shorter amount of time. A TV monitor would be nice for the que so students are helped sooner. Also tutors would no longer need to have a que open on our computers.”

Tamara: “I think having iPads and a display TV would be invaluable for the center. Our students come to the center – usually already stressed – with the main goal of getting help as easily as possible. Due to the already complicated Navigate system, students are already at a disadvantage since they cannot see or easily use the queue. Having a TV display would allow students to see how busy the center is and let them know when to expect help. The current tablets are extremely slow and have to stay plugged in at all times in order to stay on. Having iPads would be easier and faster to use, as well as be more accessible to all students at the table. Overall, students should not have to face constant technical difficulties in order to get the help they need.”

Nathan: “I endorse the QSC’s need for iPads and a TV Monitor. The need for iPads stems from the need to efficiently and reliably initialize the tablets. The current tablets tend to take a considerable time to setup when need to, and I believe our issues can be mitigated with the iPads. In addition, the TV Monitor is useful for students who use the QSC. As the situation currently stands, students who use the QSC have no idea how they have been waiting for a tutor to help them. The monitor will allow students to see how long they have been waiting in the queue as well as providing an additional way for QSC staff to monitor which students need to be serviced.”

Collins: “A TV monitor would be a valuable tool in the QSC because it would allow the tutors to monitor the queue during tutoring sessions. This will help us be able to ensure that every student is taken care of, and it will allow us to structure the timing of sessions appropriately. iPads would also be quite advantageous for the QSC tutors and students because the iPad-inclusive setup we
have discussed would allow much better accessibility for the students to sign into the queue as well as a cleaner look at the QSC than the old tablets, which often malfunction.”

Budget Worksheet

Please use the template attached here:
https://drive.google.com/file/d/1cPUSyOhbrUjFnkCNhLgFQ4pUplCEv3c4/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

Submit budget here

STF Budget for Q...

Total dollar amount requested (including tax) *

$9853.28

Letters of Consideration and Comments

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qFIGTiMq3KDxEePbZVWv97EV/view?usp=sharing
Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXgxbFRQ4k8PXnxktSr2FYMz0xeiU/view?usp=sharing
Upload Facilities' Letter of Consideration

What have you done to address Facility's concerns?

Upload IT's Letter of Consideration

What have you done to address IT's concerns?

This form was created inside of UW.

Google Forms
Student Technology Fee Request For Funding

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

- Electronics (i.e. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University's central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee.

There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:

1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access
Final Notes
If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu) and Adri MacArthur (2-3154; sanchea2@uw.edu) before being submitted. It also might need to be reviewed by Jim Pilon of Fiscal & Audit Services (2-5260; jpiron@uw.edu).

Basic Information

Proposal Title *
ARC Laptops

Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)
ARC Laptops

Contact Person *
Sam Al-Khoury

Email *
sea2@uw.edu
These computers are for the explicit benefit of UWB student leaders in the ARC and is a resource provided to them by SEA and STF.
Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

Which department will house and support the equipment? *

Student Engagement & Activities and the ARC

Name of Staff/Faculty Contact Person from department *

Sam Al-Khoury

What kind of support will you be receiving from this department? Check all that apply (It’s best if you have a plan for all of these): *

- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)
What is the department’s plan for overseeing and maintaining the requested technology? *

We will partner with the ARC and the A/V specialist and student staff to ensure that the computers are updated regularly, are checked out properly, returned with no damage, or assess fines against students who return them damaged. Computers will only be available for checkout to paid UWB student leaders in the ARC.

Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here: https://drive.google.com/open?id=1--QSFYI6h1O17NtzY-DAdjrUwL9kpXRz *

Is this proposal being resubmitted after being previously declined? *

- Yes
- No

Is this a request for the long-term account?  
(Long-term funds granted must be used within three years)

- Yes
- No
Request Submitter has read and understands the STF guidelines
(https://www.uwb.edu/studentaffairs/stfc) *

☐ Yes

Required Consultation *
In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

☐ Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

Name of Director or Dean *
Sam Al-Khoury

Phone Number
425-352-5360

Email *
sea2@uw.edu
If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:

These laptops will only be available to paid UWB student leaders in the ARC for the purposes of their student leader work. Other laptop checkout services are available to the general student body, but this is specifically for the purposes of ensuring that these student leaders have the resources to fulfill their responsibilities in the serving the student body at large.

Proposal Details

Detailed Description *
Describe the proposal in detail.

This request is to purchase laptop computers for UWB student leaders in the ARC. They will be placed in locking storage and available for checkout at the ARC Info Desk. The number of laptops requested is to mitigate any space shortages in the ARC student workspace and will allow for programming that requires the use of laptops. Students will be able to check out a laptop and work from a common area or event space if needed.
This service is currently available in the ARC and has been previously funded by STF in full (30 laptops). However, these laptops were purchased more than 4 years ago, and all of the laptops are out of warranty and most are unusable due to unstable, expanding batteries. This time, based on usage data, we are only requesting 12 laptops instead of 30.

Preexisting resources required by this proposal include power, livened data ports, and infrastructure to support checkout (ARC Info Desk staff).

This equipment will be made available to student employees in the ARC. This will allow them to continue the work that currently happens, with improved resources and enhanced capacity. This will have a direct impact on the students who are served by the respective student leader organizations.

As mentioned above, equipment will be available to paid UWB student leaders in the ARC.
If approved, this request will be implemented as soon as possible, likely before the end of spring quarter 2020.

I am the director of the supporting department and thus state my endorsement.

Student Engagement & Activities and the ARC will support the ongoing operation of the equipment.

Previous usage data: laptops were checked out frequently by student leaders over the last 4+ years. Data shows that as many as 9 laptops have been checked out in a single day. Anecdotally, students have said that these laptops are an important resource for collaboration and for their events.

Please use the template attached here:
https://drive.google.com/file/d/1cPUSyOhbrUjFnkCNhLgFQ4pUplCEv3c4/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.
Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

Submit budget here

ARC Laptops - S...

Total dollar amount requested (including tax) *

23606.89

Letters of Consideration and Comments

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qFIGTiiMq3KDxEePbZVWv97EV/view?usp=sharing
Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXgxbFRQ4k8PXntSr2FYMz0xelU/view?usp=sharing

Upload Facilities' Letter of Consideration

What have you done to address Facility's concerns?

I will email facilities shortly. As this is a replacement of an existing service, I anticipate no concerns.
I have emailed IT to develop this proposal in the first place, though I will email the final proposal to them shortly. As this is a replacement of an existing service, I anticipate no concerns.
Student Technology Fee Request For Funding

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

• Electronics (ie. Televisions, computers, VCR/DVD player, cameras, etc.)
• Software
• Computing systems
• Mechanical engineering (dealing with machines)

Things to Note

• Funding decisions will be based on the benefits provided to the student body.
• The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
• Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University's central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee.

There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:
1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access
Final Notes
If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu) and Adri MacArthur (2-3154; sanchea2@uw.edu) before being submitted. It also might need to be reviewed by Jim Pilon of Fiscal & Audit Services (2-5260; jylon@uw.edu).

<table>
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<th>Basic Information</th>
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<tbody>
<tr>
<td><strong>Proposal Title</strong></td>
</tr>
<tr>
<td>Student Media 2020</td>
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</tbody>
</table>

| Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files) |
| SM 2020 |

| Contact Person |
| Brenda Dao |

| Email |
| daob@uw.edu |
Phone
4253523735

Campus Affiliation of Submitter *
- Student
- Staff
- Faculty

Student Initiated? *
- Yes
- No

If it's not student initiated, explain why here
Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

Which department will house and support the equipment? *

Student Engagement & Activities

Name of Staff/Faculty Contact Person from department *

Brenda Dao

What kind of support will you be receiving from this department? Check all that apply (It’s best if you have a plan for all of these): *

- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)
What is the department's plan for overseeing and maintaining the requested technology? *

We have two rooms in Husky Hall, 1120 (student media classroom) and a equipment storage closet inside the classroom, which both require a keycode for the doors. Husky Hall 1160B is the studio where most of the radio equipment is stored and used by students, and this room also requires a keycode for the door as well. Only students who are in the student media organizations who have gone through the specific code of conduct and participation agreement are given access to the codes to be able to access the equipment. UWave Radio's Station Manager and Studio Equipment (who are student employees), are responsible for maintaining the equipment check out process, with supervision from the SEA staff and faculty adviser.

Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here: https://drive.google.com/open?id=1--QSFYl6h1O17NtzY-DAjrUwL9kpXRz *

Director's Approv...

Is this proposal being resubmitted after being previously declined? *

- Yes
- No
Yes

Request Submitter has read and understands the STF guidelines
(https://www.uwb.edu/studentaffairs/stfc) *

Yes

Required Consultation *
In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

Name of Director or Dean *

Sam Al-Khoury
Phone Number
4253525360

Email *
sea2@uw.edu

Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.
Radio equipment has a lot of settings and connections, which can easily be changed and mistakenly set up incorrectly and cause broadcasting problems. For this reason, we require all show hosts/djs to complete a training and comply with our code of conduct. For other equipment, we require that a student’s NetID is given to one of our student employees so that the student checking out can accept responsibility for the item while it is in their possession. We are working on implementing a policy with more ‘teeth’ to be in line with the UWBIT checkout desk so that students can be held financially responsible for lost/damaged items.

Proposal Details

Detailed Description *
Describe the proposal in detail.

Student Media is the campus-based student radio station, arts journal, and newspaper at the University of Washington Bothell, and within the community. We are a center for community engagement, a hub for underrepresented voices and music, an environment for professional development, and a catalyst for social justice.

Most of what we are asking in our proposal is to replace old equipment that is not working anymore or has almost reached its expiration. There are other equipment requests where we have come to assessed that are in need in order to support current technology that we have. All of our “unit costs” are the highest available unit costs at times 1.10x so that we have 10% wiggle room based on increasing prices. We observed larger than 10% increases on some parts last year which made purchasing them with STF funds impossible as they exceed our allocations. Therefore, for certain items where 10% would be <$1/u, we’ve instead added $1.

Resources Currently Available at UWB *
Describe/list the resources currently available on campus which are relevant to the proposal.

Our studio is unique, and our old computer that is hosting our website, our broadcast, and our library is experiencing hard drive failure due to age. There are no other resources on campus that is relevant to our proposal because what we are asking is needed to be housed in our studio and classroom space in order for Student Media to operate and function.
Preexisting Resources Required by Proposal *
Describe/list the resources which would be made available by the proposal.

The current radio equipments that are in the studio and camera/ipad that are in the storage closet in the student media classroom will be made available by what we are asking in this current proposal.

Benefits to Educational Experience of Students *
Describe how the proposal would benefit students' education.

Students involved with Student Media (Clamor, Husky Herald, UWave Radio) have the opportunity to gain hands on experience in radio broadcasting, station management, program planning, web and graphic design, business and marketing, event planning, student leadership, reporting, interviewing, editing, and technical development in an open and educational environment. Our members can then take these skills and directly apply them in future careers. We are not just a student media group, we engage the community and provide a platform for underrepresented voices and professional development.

Students engaged with Student Media can benefit by being part of a larger community of students, educators, and community leaders whose mission is to engage the student body and enhance the student experience. We want to involve students by keeping them updated on current news, music, and art. Our influence as a Student Media organization expands further and connects students with events, presentations, and programming.

Availability for Student Use *
Describe the availability of the proposed technologies for student use.

Student Media is always taking submissions for new show hosts, editors, and writers who will promptly receive training with our equipment and then have access to use it. Students can also participate in our specific student media organizations’ meetings on multiple weekdays and take on a leadership volunteer role to lead the organizations.
We are hoping to purchase in Spring quarter 2020, the earliest that we are able to after STF proposal approval, as most of our equipment are in extreme need of replacement in order to continue operating.

Amoshaun Toft is UWave Faculty Advisor and is also a professor of the School of Interdisciplinary Arts & Sciences.

Sam Al-Khoury Director of Student Engagement & Activities (SEA), will support and endorse this proposal.

SEA Program Manager working with Student Media student employees to maintain the equipment.
Students need a creative outlet to express their voices. Student Media is an engaging platform for students to do just that. Students are able to share and participate in civil discourse about topics they care about through radio, arts journal, and journalism. We also have students coming from classes that are taught by our faculty advisers. The students are introduced to the student media platforms, and they come back after their courses are done to continue being engaged in the resources offer for students to share their voice.

In 2019, the student media organizations have been able to distribute a combination of more than 5000 printed copies of journals and newspapers that engage students, faculty and staff. Clamor has previously received up to 2,000 submissions of student artwork, and published the work of 50 artists and writers, many of whom were previously unpublished. Student media organizations engage approximately 1000 participants annually. The student media organizations provide leadership opportunities for 50+ students to be involved and create content. Additionally, student media organizations foster interdisciplinary expression and collaboration across all campus majors, including STEM, Nursing, Business, and the Interdisciplinary Arts and Sciences. We have on average 15 students on the Clamor publication board, 20-35 student volunteer contributors for the Husky Herald, and currently 12 student DJ hosts and 6 officers for UWave Radio.

"Student Media was one of the first things I found when I transferred to UWB, and I'm really glad I did. I found out I had access to a free newspaper, a free literary and arts journal, and a free community radio station, all run by students and made for students like me. I wanted to join an extracurricular to have a greater experience on campus, and Student Media had been a friendly, welcoming group that's been eager to help me get involved with no barriers whatsoever." - Ryan Henrie <rshenrie@uw.edu>

Budget Worksheet

Please use the template attached here:
https://drive.google.com/file/d/1cPUSyOhbrUjFnkCNhLqFQ4pUplCEv3c4/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.
If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

Submit budget here

Student Media 2...

Total dollar amount requested (including tax) *

12211.94

Letters of Consideration and Comments

Please use the attached template that can be found here for facilities: https://drive.google.com/file/d/1JRXP5ub4qFiGTiMq3KDxEePbZVWv97EV/view?usp=sharing

Please use the attached template that can be found here for IT: https://drive.google.com/file/d/1k8FXgxhbFRQ4k8PXnxkT2FYMz0xeiU/view?usp=sharing

Upload Facilities’ Letter of Consideration

What have you done to address Facility’s concerns?

Dan Sullivan shared they had no concerns/comments as Husky Hall is a leased space. We are waiting to hear back from David Moehring from Physical Planning Space management to look over it, the only facilities item is a clip to a desk, which is a PPSM issue not facilities.

Upload IT’s Letter of Consideration
What have you done to address IT’s concerns?

We are still waiting to hear back from IT.
Student Technology Fee Request For Funding

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

• Electronics (ie. Televisions, computers, VCR/DVD player, cameras, etc.)
• Software
• Computing systems
• Mechanical engineering (dealing with machines)

Things to Note

• Funding decisions will be based on the benefits provided to the student body.
• The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
• Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University's central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee.

There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:
1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access
Final Notes
If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu) and Adri MacArthur (2-3154; sanchea2@uw.edu) before being submitted. It also might need to be reviewed by Jim Pilon of Fiscal & Audit Services (2-5260; j hilar@uw.edu).

Basic Information

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<thead>
<tr>
<th>Proposal Title *</th>
<th>Open Presence Renewal 2021-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)</td>
<td>Presence</td>
</tr>
<tr>
<td>Contact Person *</td>
<td>Carla Christensen</td>
</tr>
<tr>
<td>Email *</td>
<td><a href="mailto:carla24@uw.edu">carla24@uw.edu</a></td>
</tr>
</tbody>
</table>
Phone
425-352-5264

Campus Affiliation of Submitter *

- [ ] Student
- [x] Staff
- [ ] Faculty

Student Initiated? *

- [x] Yes
- [ ] No

If it’s not student initiated, explain why here
Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- [ ] Yes
- [x] No

Which department will house and support the equipment? *

Student Engagement & Activities

Name of Staff/Faculty Contact Person from department *

Carla Christensen

What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- [x] Management of the item(s)
- [x] Maintenance of the item(s)
-  Security of the item(s)
-  Replacement of the item(s) in the event that it is stolen or broken
-  Cleaning of the item(s)
-  Moving the item(s)
-  Receiving, storage and surplus of the item(s)
This is a request for a software platform and our department will work directly with Presence to implement the system and maintain it for Bothell's campus.

What is the department's plan for overseeing and maintaining the requested technology? *

Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here: https://drive.google.com/open?id=1--QSFYl6h1O17NtzY-DAdjrUwL9kpXRz *

Is this proposal being resubmitted after being previously declined? *

- Yes
- No

Is this a request for the long-term account?  
(Long-term funds granted must be used within three years)

- Yes
- No
Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

Name of Director or Dean *

Sam Al-Khoury

Phone Number

425-352-5360

Email *

sea2@uw.edu
Level of Access for Technologies Requested

- **No Restriction**: Resource may be used by all UW students. A UW NetID may be required for use.

- **Registration Restriction**: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.

- **Appointment Restriction**: Resource may be used by all UW students by appointment with the resource owner.

- **Priority Restriction**: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.

- **Restricted Resource**: Resource use is restricted to certain students or an application is required for use.

If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:

Proposal Details
Student Engagement & Activities is requesting funding for Presence's third year of a three year contract. Presence will be the central cloud-based software platform that all UWB student organizations and clubs will utilize to support their daily functions, including communication, membership management, digital file storage, funding requests, event promotion, and community-building. This centralized platform is important because it helps our student organizations improve their own organization, improve their visibility among the student body, and showcase the growth of student involvement at UW Bothell. Additionally, the Division of Student Affairs also utilizes this platform to fulfill audit documentation needs.

UW Bothell students were using OrgSync for almost 10 years to streamline processes and drive student engagement. When SEA learned that OrgSync would be sunset by the developer and no longer an option, we began to research other options. We researched Google Sites, UW's Catalyst suite, Canvas, Engage, CampusGroups, Presence, Involvio, ReadyEducation, and anything else we could find. There are remarkably few software solutions in the student organization management space, and no other platform offered the scope or sophistication of tools like communication, roster management, historical documentation, form building, and event development. We then invited students and staff who would use the platform to three different demonstrations of the final two products, Engage and Presence. We found overwhelming support for Presence.

Presence will help student organizations on campus achieve their goals more effectively, intuitively, and easily than any option we have had before. Presence allows for the over 100 student organizations on campus to do multiple functions such as form creation and processing, work management, news posts, funding requests, sharing files, group communication, manage membership, and more. Additionally, it has a user friendly card swipe service that allows groups to literally swipe student IDs at events to track attendance and follow up with evaluation surveys or additional communication to attendees post event. This provides greater data regarding numbers who attend, but can also be used to uncover demographic data to identify new opportunities to reach even more students.

We have begun the implementation process of Presence and should have it fully launched by the end of winter quarter. We are seeking funding to continue the use of Presence through the term of the contract. Per STF guidelines as well as UW Procurement Services policy, payment would need to be made each year. Thus, we understand that we need to put in separate requests for future years in order to continue the very needed service of Presence to UW Bothell students.
Resources Currently Available at UWB *

Describe/list the resources currently available on campus which are relevant to the proposal.

There is currently no resource like this available at UWB. Additionally, knowing that OrgSync was no longer going to be an option, SEA began researching other platforms that may be available. We researched Google Sites, UW's Catalyst suite, Canvas, Engage, CampusGroups, Involvio, ReadyEducation, and anything else we could find. There are remarkably few software solutions in the student organization management space, and no other platform offered the scope or sophistication of tools like communication, roster management, historical documentation, form building, and event development. While everyone acknowledges that OrgSync was not a perfect system, we are hearing from student leaders and advisors that they do miss having a system to organize all of their groups business in a single and accessible place and that it prevents them from working as effectively as they once did. We are excited to bring Presence to campus as the most effective and modern tool our organizations have ever had access to.

Preexisting Resources Required by Proposal *

Describe/list the resources which would be made available by the proposal.

This is an online platform that functions in its entirety online. The only resource needed is access to the internet.
Benefits to Educational Experience of Students *

Describe how the proposal would benefit students’ education.

Presence is a vital tool used to showcase involvement opportunities within student organizations and clubs. Involvement is very important at UW Bothell because students are able to foster relationships with their community and gain valuable experiences that could help them beyond their undergraduate/graduate careers.

Student organizations and clubs will use Presence to market themselves, create discussions, network with students, share information, and more. It is also a tool that helps an individual student find existing clubs on campus and view upcoming events hosted by clubs.

With the new card swipe service, we are able to quickly and accurately identify who is attending our programs. From that, we can review the information to better advertise and connect with not only those who are attending events, but generate different information and resources for those who aren’t, as all students have a profile in Presence.

Presence will be presented as a free resource that all students have the ability and opportunity to use.

Availability for Student Use *

Describe the availability of the proposed technologies for student use.

Presence is an on-line platform that requires a UW NetID for login. As such, it is available for all UWB students to browse club involvement opportunities and upcoming events. Additionally, student officers of clubs use the platform to archive documents, create forms, submit funding requests, host elections, poll their communities, and more. Any UWB student, faculty, or staff with a NetID can login to use the system; however, anyone with access to a web browser will have access to any public information listed in Presence.
Installation and Implementation Timeline and Plan *

Provide a timeline in which the proposed technologies would be installed and implemented.

SEA is working collaboratively with our Presence representative for implementation and maintenance. We anticipate implementation to conclude during winter quarter with full utilization beginning in spring quarter. We are currently in conversation with UWB IT and Presence to ensure database upload. Once this step is complete, we should be ready to launch trainings for students.

Club Council will develop and direct students to information on how to use Presence in online resources and Officer Orientations required for all club officers. SEA and Club Council will continuously work together to get feedback every year from students on how to better improve their Presence experience through surveys and conversations.

Supporting Department Endorsement *

Demonstrate endorsement of the proposal by the supporting department listed above.

This request has been reviewed and is supported by SEA professional staff.

Long-Term Operation Plan and Department Support *

Presence will be operated and maintained by SEA and Club Council. Staff will be in coordination with a Presence consultant to facilitate new trainings and implement best practices for Presence. SEA and Club Council will continuously work together to get feedback every year from students on how to better improve their Presence experience through surveys and conversations.
Some student quotes from hosted demonstrations of Presence include:

“They really understand student activities needs. Every step of the way they addressed reasonable use cases & seem to be staffed with people who understands Student Activities and knows what they are talking about.”

“Marketing seems easy. Platform is intuitive. Social media feed integration. Smartphone check in [available].”

“Looks modern and the colors are great.”

“Easy to use. Data visualization shows numbers easily. Visually appealing.”

“The visual analytics can really help us to improve on our events. The interface is really simple, easy [to] navigate. Clear visual for finance. Event promotion for the users. Demographic analytics.”

“Easy to customize forms. Simple professional look. Easy for students to use & extensive analytics.”

“Still newer, seems to be a platform that has more online support for students.”

---

Budget Worksheet

Please use the template attached here:
https://drive.google.com/file/d/1cPUSyOhbrUjFnkCNhLgFQ4pUpICEv3c4/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

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Indications for Student Support

Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.
Submit budget here

Presence STF Bu...

Total dollar amount requested (including tax) *

12980

Letters of Consideration and Comments

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qFIrGTImq3KDxEePbZVWv97EV/view?usp=sharing
Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXgxbFRQ4k8PXnxktSr2FYMz0xeiU/view?usp=sharing

Upload Facilities' Letter of Consideration

STF - Open Prese...

What have you done to address Facility's concerns?

N/A

Upload IT's Letter of Consideration
What have you done to address IT’s concerns?

Do not have at this time, but have requested from Adri.
Student Technology Fee Request For Funding

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

- Electronics (ie. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University's central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee. There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:
1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access
Final Notes
If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu) and Adri MacArthur (2-3154; sanchea2@uw.edu) before being submitted. It also might need to be reviewed by Jim Pilon of Fiscal & Audit Services (2-5260; jupiter@uw.edu).

Basic Information

Proposal Title *

Makerspace STF Proposal

Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)

MakerSpace

Contact Person *

Joseph Conquest

Email *

conquj@uw.edu
Phone
4257530289

Campus Affiliation of Submitter *

- Student
- Staff
- Faculty

Student Initiated? *

- Yes
- No

If it's not student initiated, explain why here
Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

Which department will house and support the equipment? *

UWB MakerSpace

Name of Staff/Faculty Contact Person from department *

Rafael Silva

What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)
What is the department's plan for overseeing and maintaining the requested technology? *

The machines will be housed in the Makerspace and operated and maintained by the Makerspace staff. Rafael Silva will train the staff in the use of the machines, Rafael and his staff will also take care of troubleshooting and repairing the machines in the event of breakdowns & will also perform any routine maintenance required.

Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here: https://drive.google.com/open?id=1--QSFYI6h1O17NtzY-DAjwrUwl9kpXRz *

Is this proposal being resubmitted after being previously declined? *

- [ ] Yes
- [x] No

Is this a request for the long-term account?
(Long-term funds granted must be used within three years)

- [ ] Yes
- [ ] No
Request Submitter has read and understands the STF guidelines (https://www.uwb.edu/studentaffairs/stfc) *

Yes

Required Consultation *
In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

Name of Director or Dean *

Kathryn Mitchell

Phone Number

4253523405

Email *

kmm1101@uw.edu
Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.

- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.

- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.

- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.

- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:

The Makerspace is open to all UW Bothell students, faculty, and staff. There is no prior experience necessary to use our equipment, as staff members are available during our open hours to assist visitors with any questions they may have.
Detailed Description *
Describe the proposal in detail.

The items indicated in this proposal would enable the MakerSpace to respond to 3D print requests in a more timely manner. 3D printers are extremely popular in the Makerspace. We have previously ordered 3D printers and they have helped increased the use of the Makerspace. Adding an additional Ultimaker 3D printer to the Makerspace equipment enables students to be able produce demanding prints int a timely fashion, instead of having to wait in a queue to be serviced. Furthermore, the additional accessories for our current Ultimaker will allow the use of filaments that cannot currently be used, expanding possible application of the 3D printer by students.

Resources Currently Available at UWB *
Describe/list the resources currently available on campus which are relevant to the proposal.

Currently, the Makerspace features two laser cutters, 3D printers (8 flashforge, 1 ultimaker S5), drill press, 3D scanner, sewing station, VR station, vinyl cutter, button press, and small CNC mills.

Preexisting Resources Required by Proposal *
Describe/list the resources which would be made available by the proposal.

The addition of the proposed technologies would support new areas of fabrication within the space regarding the use of 3D printers, as well as alleviate long waiting times experienced by students when they wish to use Ultimaker printers.
Part of the core mission of the Makerspace is to educate students of all majors and backgrounds how to use tools and technology to make and create their ideas; empowering students to not let access and knowledge of tools limit their creativity. Adding more variety to the tools available to students increases their ability to create projects of a wider variety and to experiment with more materials and techniques. This is particularly pertinent in regards to the requested accessories, as currently we are greatly limited in the types of filament we can use with our printers. Furthermore, providing more than one Ultimaker S5 will enable increase the educational opportunity for students, as there will be more resource available.

This equipment will be available to use for all students, faculty, and staff at UW Bothell. Equipment is available during the hours which there is a staff member present, typically Monday - Friday 10 am - 4 pm.

Once the equipment arrives, it will be set up and installed by the Makerspace Staff. The staff will be trained within the following two weeks. Once training is complete, the machines will be available to all students via drop-in use.

This request has the full support of Rafael Silva, UWB's Makerspace Lab Manager. He has reviewed this proposal and approves of the proposed use and location of the machines in the Makerspace as a resource for the entire UWB student body, faculty and staff.
Long-Term Operation Plan and Department Support

The machines will be housed in the Makerspace and operated and maintained by the Makerspace staff. Rafael Silva will train the staff in the use of the machines, Rafael and his staff will also take care of troubleshooting and repairing the machines in the event of breakdowns & will also perform any routine maintenance required. None of the requested technology will connect to the internet nor the UWB network, ensuring that IT has no concerns with the addition of this technology.
Every time the Makerspace receives new equipment, we push the boundaries of the projects we can take on. New 3D printers effectively extend a student’s imagination when they want to send off prints. Without needing special lab access, our students can think about projects that demand more mechanical strength, print resolution, or multi-material mixes. The Flashforge Finders are good starter printers for newer students to build smaller projects, but they eventually start to dream big. The large print size, resolution, and heated beds of the Ultimaker S5 and Fusion 410 allow them to carry out these projects. We can recognize that the future has arrived when we are able to print fill-ins and replacements for broken items such as car fenders.

I also recognize that some of our printers are aging. The Ultimaker S2 is experiencing more frequent jams and motor grinding, and its bed size is on the lower end of the Makerspace’s printer portfolio. Downtime and frequent repairs are discouraging to students and staff alike when building ambitious projects. Installing newer-generation 3D printers will allow the Makerspace to continue encouraging student creativity and ambition.

-- Phillip Ovanesyan

In my 3 years of using this space I seen many lower end 3D printers break down and have to be replaced. Currently the space has a series of Flashforge Finders that are great for smaller starter prints and decorative parts. When a student comes in with a part that needs to have mechanical strength for capstone or research purposes the Flashforges do not suffice and we have to point them to our high end Ultimaker machines, of which we have 1 new Ultimaker S5 model and 1 much older Ultimaker 2 model. The S5 model has been running very well and sees constant use for research and capstone projects. The 2 model has been in use for beyond 3 years and has started to break down and wear out from age.

With an additional Ultimaker S5 printer we would be able to double our throughput and better support on campus research and capstone projects. Additionally the ultimaker spool holders will help us keep our filaments from going dry over time and unuseable, saving time and money. The ultimaker top covers will also enable us to print in more exotic materials that normally are not printable otherwise. This would allow parts to be made in tougher or more flexible materials increasing the utility of the machines for research and capstone groups.

-- Pongpak Techagumthorn

Budget Worksheet

Please use the template attached here:
https://drive.google.com/file/d/1cPUSyOhbrUjFnkCNhLgFQ4pUplCEv3c4/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate.
and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

**Submit budget here**

**Total dollar amount requested (including tax)***

18000.00

**Letters of Consideration and Comments**

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qFIgTImq3KDxEePbZVWv97EV/view?usp=sharing

Please use the attached template that can be found here for IT:
https://drive.google.com/file/d/1k8FXqxbFRQ4k8PXnxktSr2FYMz0xeiU/view?usp=sharing

**Upload Facilities' Letter of Consideration**

**What have you done to address Facility's concerns?**

Facility has no concerns with our proposal
What have you done to address IT's concerns?

Additions made to Long-Term Operation Plan to manage IT's concerns.
Student Technology Fee Request For Funding

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

- Electronics (i.e. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University's central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee.

There are certain infrastructure costs that the STFC will not fund, such as core drilling or livening ports.

Insurance Disclaimer

Most tangible items over $2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:

1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access
Final Notes
If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu) and Adri MacArthur (2-3154; sanchea2@uw.edu) before being submitted. It also might need to be reviewed by Jim Pilon of Fiscal & Audit Services (2-5260; jpilon@uw.edu).

Basic Information

Proposal Title *
Handheld Refractometer

Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)
Refractometer

Contact Person *
Christian Belknap

Email *
cbelknap400@gmail.com
Phone
2068525847

Campus Affiliation of Submitter *

- [ ] Student
- [ ] Staff
- [ ] Faculty

Student Initiated? *

- [ ] Yes
- [ ] No

If it's not student initiated, explain why here
Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

Which department will house and support the equipment? *

Mechanical Engineering

Name of Staff/Faculty Contact Person from department *

Dr. John Bridge

What kind of support will you be receiving from this department? Check all that apply (It’s best if you have a plan for all of these): *

- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)
What is the department's plan for overseeing and maintaining the requested technology? *

The handheld refractometer requires distilled water to be calibrated, so a container of distilled water would need to be sourced. The handheld refractometer would first be used by research students in Dr. Bridge's group for the Refractive Index Project that they are currently working on, but the device would be accessible to any undergraduate research student within mechanical engineering, chemistry, or biology once this project is over. Plans in the future for this device include allowing access to all STEM undergraduates, and incorporating it into major specific classes or undergraduate electives pertaining to mechanical engineering, chemistry, and biology.

The handheld refractometer would be stored within the Mechanical Engineering Department of UW Bothell, and it would be accessible to students with mechanical engineering, chemistry, and biology. Regular training sessions would be provided first for students in the mentioned majors, and then for STEM undergraduate students.

Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here: https://drive.google.com/open?id=1--QSFYI6h1O17NtzY-DAbrUwL9kpXRz *

Signed Confirmation...
Is this a request for the long-term account?
(Long-term funds granted must be used within three years)

- [ ] Yes
- [x] No

Request Submitter has read and understands the STF guidelines
(https://www.uwb.edu/studentaffairs/stfc) *

- [x] Yes

Required Consultation *

In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc.

- [x] Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

Name of Director or Dean *

Dr. Marc Servetnick
Phone Number
425 352-3753

Email *
mds56@uw.edu

Level of Access for Technologies Requested

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

If the level of access is not “No Restriction”, explain why, and what benefit there is in restricting access to the technology:

Proposal Details
The handheld refractometer we are requesting allows measurement of the refractive index of a substance, a fundamental physical property, which makes it a valuable instrument for STEM Departments including mechanical engineering, physics, chemistry, and biology. Any viscous substance can be measured using this device, whether it be the wax binder from a horse synthetic racetrack, or chemical and biological suspensions. The fact that this device is portable means that it can be transferred between locations within the UW Bothell STEM Departments, whether a research lab, classroom, or other location.

At the present time, undergraduate students in STEM do not have access to a handheld refractometer.

STEM students would be able to access the handheld refractometer.

Students would be allowed to use the handheld refractometer to measure the refractive index for samples related to their class work, or as part of a research project. Additionally, students could be given the opportunity to learn how to use a heated centrifuge to prepare samples for the handheld refractometer. Allowing students access to a handheld refractometer would give students a real-life example of the refractive index technique gaining valuable knowledge on how materials can be compositionally identified based on purity, as well as determining material changes over time.
Availability for Student Use *
Describe the availability of the proposed technologies for student use.

The handheld refractometer would first be used by research students in Dr. Bridge's group for ongoing projects that use refractometry, but the device would be accessible to any undergraduate research student within mechanical engineering, physics, chemistry, biology, or other STEM groups once this project is over. Access would also be made available to classroom or lab instructional use, and regular training sessions would be provided.

Installation and Implementation Timeline and Plan *
Provide a timeline in which the proposed technologies would be installed and implemented.

The handheld refractometer would first be used by Dr. Bridge's mechanical engineering research group once the instrument is implemented, and would become available to undergraduate students in chemistry, biology, and mechanical engineering afterwards.

Supporting Department Endorsement *
Demonstrate endorsement of the proposal by the supporting department listed above.

Dr. Servetnick, The Acting Dean of School of Science Technology Engineering and Mathematics approved this proposal.

Long-Term Operation Plan and Department Support *
The device would be accessible to undergraduate students within chemistry, biology, and mechanical engineering within the quarter that the device is implemented.
Indications for Student Support *

Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc.

I am aware that students within my mechanical engineering research group are highly interested in obtaining this equipment.

Budget Worksheet

Please use the template attached here:
https://drive.google.com/file/d/1cPUSyOhbrUjFnkCNhLgFQ4pUplCEv3c4/view?usp=sharing

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

Submit budget here

STF Budget Layo...

Total dollar amount requested (including tax) *

$397.35

Letters of Consideration and Comments

Please use the attached template that can be found here for facilities:
https://drive.google.com/file/d/1JRXP5ub4qF1G7mGlG3KdxEePbZVwv97Ev/view?usp=sharing
There are no current concerns from facilities at this time.

There are no concerns from IT. The individual who deals with STF applications was not available on Wednesday January 29th, but I spoke to another individual within IT that mentioned to submit it without the letter of consideration.