

Services and Activities Fee Committee Application for 2008-09 Annual Funding

Today's Date: 1/24/08

Program Title: PowerPoint Workshops

Campus Affiliation: Campus Media Center

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Executive Summary of your Proposal

Please provide a concise (**not to exceed six sentences**) overview of the program, activity, or service for which you seek funding.

The Campus Media Center (CMC) seeks funding to continue providing PowerPoint workshops to students free of charge. The CMC has established a contract for outside training from Cascadia Community College's (CCC) Continuing Education Program. As we want to continue offering the workshops free of charge to students, we are requesting SAF resources from both UW Bothell and CCC to maintain this important program. The attached request is for 50% of the funding necessary to provide ten PowerPoint workshops during each quarter of the next academic year (Fall, Winter and Spring). The remaining 50% of the required funds will be requested from CCC.

1. **In 150 words or less**, please describe the need for this program or service and how you plan to assess its success. Please include any data that might support your proposal (e.g., the number of students who have participated in your service or program in the past).

As part of the campus-wide commitment to increase communication and presentation skills, students in all programs are required to present their work in a wide variety of media including computer presentations. On campus, that usually means utilizing Microsoft PowerPoint as a delivery method. Faculty members have limited time to discuss and support these resources given the many course-related learning goals of a given class. In some cases, faculty members also have limited training in the use of PowerPoint. As the CMC feels strongly that these workshops are useful and necessary to students on campus, we are seeking the funds necessary to continue providing PowerPoint workshops to students on the UWB/CCC campus. For reference, 56 individuals from UWB took advantage of the PowerPoint workshops last year, representing about half of the total participants.

2. **In 150 words or less**, estimate how many currently enrolled students will likely benefit from your proposed service or program. Please estimate the number of other individuals (and indicate their affiliation) that might benefit from this service or program. Finally, please indicate other sources of financial support.

We believe that all UWB students will benefit from this program, both directly and indirectly (see question 3 for benefits). Based on last year, we estimate that at least 50-60 individuals from UWB will enroll in these workshops during the next academic year.

In order to make these workshops available to the widest possible audience, the CMC is requesting 50% of the funding from CCC's Services and Activities fund.

3. **In 150 words or less**, please describe the benefits that participants are likely to gain by attending or participating in this program or service.

Firstly, making this free program available to help students develop critical presentation skills is of great direct benefit to those who participate and is in keeping with UWB's reputation for providing services that go above and beyond. Second, many UWB classes depend greatly on the process of co-inquiry to foster learning; students here teach each other. The PowerPoint workshops will benefit not only the student presenters, but also their audiences of fellow students who depend on the presentations for learning. Third, making these workshops available allows UWB students the opportunity to raise the overall quality of presentation work on the UWB campus; over time, this could help maintain and improve UWB's reputation with local employers and contribute increasing the value of a UWB degree for all students.

For Official Use

Date Submitted: _____ Received By: _____

Notes:

Budget Worksheet

Program Title: PowerPoint Workshops

Category	Expense	Brief Description of Expense
Salary/Wages		
Benefits*		
Honoraria		
Security		
Facilities Rentals/Set-ups		
Telecommunications*		
Printing and Photocopying		
Transportation		
Meals/Lodging for Travel		
Office Supplies		
Software		
Decorations		
Food/Refreshments		
Equipment Rental/Purchase		
Other (list below)		
Purchased Services (Outside Speaker)	\$2,400.00	Accounts for 50% of the estimated cost for PowerPoint instruction for the 08–09 academic year.
Total Expenses		
Less Revenue (if any)		
Total Request		

*** Notes:**

- Benefits paid to regular employees working at least .50 FTE should be calculated at 27% of earnings for professional staff and 31% for classified staff. Benefits paid to hourly employees should be calculated at 11% of earnings.

- Telephone equipment should be estimated at \$31 per handset, per month (this includes only one extension).