# **Tech Initiatives Proposal Form**

Student Technology Fee – AY 2024

**Employee Due Date: March 22, 2024** (revised from March 29)

**Student Due Date: March 22, 2024**  (revised from March 29)

## **Key Proposal Information**

Note: Enter information in the expandable fields directly after the information requested.

## **Project Title:** Loan Pool Mirrorless Cameras

## **Briefly explain what you are requesting (400 characters max):** We are requesting the purchase of a set of 10 Canon Mirrorless cameras with needed accessories for the ATUS Equipment Loan Pool. These cameras will be available for all students , faculty and staff to use. The current fleet of cameras in the Loan Pool are the DSLR (digital single lens reflex) type. This suggested purchase utilizes the modern lighter more reliable technology known as the Mirrorless body type digital camera. Most professional Photographers have moved to this technology. We have had many inquiries for this type of camera by our customers at the loan pool.

### **Principal Applicant**

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Dept/Org Affiliation (Enter “student,” “faculty,” or “staff”): staff

### **Secondary Applicant**

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Dept/Org Affiliation (Enter “student,” “faculty,” or “staff”): student

## **Important Proposal Notes**

1. Student Technology Fee Mission:

The Student Technology Fee (STF) provides Western students with adequate and innovative technology experiences by:

1. Broadening/enhancing the quality of the academic experience.
2. Providing additional student access to technology.
3. Increasing integration of technology into the curriculum.
4. The STF Committee will accept only complete proposals by the announced deadline. Every section (I-VIII) and all items of this proposal form must be addressed.
5. Disallowed items: The following five items generally **do not qualify** for STF Tech Initiatives funding:
6. Computer lab upgrades. (Existing computer labs are upgraded on a rolling schedule with a separate allocation of STF funds.)
7. Software related to maintenance and/or serial payments.
8. Maintenance contracts on equipment or software.
9. Expendable supplies.
10. Equipment that will not be used directly by students, and/or non-computer equipment or furnishings that are part of the typical classroom environment (such as lighting, portable and fixed media equipment, furniture, chairs, etc.).

## **Proposal Instructions**

### **I. Relationship to STF Objectives / Impact on Student Academic Experience**

1. The STF Committee uses as its primary assessment criteria the three objectives—**quality, access, and integration**—defined in the STF mission (“Note 1” above). Given these criteria, explain how the project would provide positive benefits to students. Focus on what students would gain from the project. Specifically, answer at least one of items a, b, or c below:
2. How would this project *broaden or enhance the quality* of the student’s academic experience through the proposed technology?

The proposed mirrorless cameras will help to broaden or enhance the quality of students’ academic experience at Western by providing higher image quality and resolution, higher frame rates when shooting video or bursts of photos, and significantly improved autofocus. This will allow many students of photography, videography, and journalism to tell more impactful stories, capturing the action in ways not as easily possible before. (this note from student Evan Redman) This is a statement provided by local business owner, profession photographer and magazine publisher John D’Onofrio :

“I switched to a mirrorless camera (a Canon R5) last year and the difference that this has made to my photography cannot be overstated. The ability to see exactly what the image will look like in the viewfinder is a game changer. The sensor is so much better than my old DSLR (a Canon 5D Mark III) that I can shoot at a remarkable range of ISO settings, capturing images that would have been impossible before. As a professional photographer, mirrorless technology has made a night-and-day difference for me, making it so much easier to capture the kind of high-quality images that I need.”

1. How would this project *provide additional student access* to technological resources?

This proposal would provide significantly improved student access to technological resources on campus by expanding our loan-pool of highly on-demand cameras. As an employee of ATUS classroom services, I have seen many times that nearly all of our cameras are loaned out, and we do not have the options that students are looking for. From personal experience, many have asked about using our single mirrorless Canon, which is nearly always unavailable and checked out to someone. With a few more of these cameras, it would provide access to dozens more students each quarter who are looking for a higher quality option.

1. How would this project *increase integration* of technology into coursework?

Adding the Canon mirrorless cameras to the loan pool would greatly benefit all photography and visual journalism students. All the camera manufacturers are clearly moving away from the DSLR model and moving toward mirrorless cameras. Although the DSLR cameras we have in the loan pool are still viable, they are beginning to age out, making this a good time to begin incorporating mirrorless cameras into Western’s system. While Nikon and Sony have excellent offerings, sticking with the Canon line allows a more seamless integration with existing gear, as well as in the classroom instruction. The technology in these cameras is greatly improved from the DSLR, specifically with the focusing and filming in low light situations, which would benefit our students. The visual journalism students and publication staff rely on the loan pool to complete their assignments. Classes that I specifically teach that would make use of this gear for both photography and video include Photojournalism (JOUR 305), Intro to Visual Journalism (JOUR 346), Digital Media in Journalism (JOUR 370) and Advanced Visual Journalism (JOUR 446). Mul media journalists with The Front, Klipsun, and The Planet would all make use of this gear as well. As an instructor, I use the loan pool for in-class demonstrations and tutorials, and fully embrace the idea of moving into the mirrorless systems. Doing so will allow us to continue providing students with the current gear and technology in our respective visual fields.( this comment from Joe Gosen Associate Professor Department of Journalism Western Washington University

1. Would other departments be involved with this project? Enter “No “ or “Yes”. Yes

IF “Yes,” describe. IF “No,” enter “N/A”.

To be clear all departments at WWU will be able to use these cameras once they are housed in the loan pool

1. Has any part of this proposed project previously been funded by the Student Technology Fee? Enter “No” or “Yes”. No

IF “Yes,” describe. IF “No,” enter “N/A”.

1. Is the proposed project a pilot project? Enter “No” or “Yes”. No

IF “Yes,” describe. IF “No,” enter “N/A”.

### **II. Utilization**

List the anticipated number of times and duration per each use—per quarter or per academic year—that students would use the proposed technology, along with the impact of that proposed technology on students. Note: Proposals are funded after careful consideration of both the number of students that will be impacted by the technology and by the quality of that impact.

Please see attached documents that will give the specifics of the checkouts of photography type cameras at the loan pool. The total number of individual loans from summer 2022 to Spring 2023 was 977. These are typically 48 hours loan periods. The impact for each student is a unique experience and hard to quantify. Some examples are a dance major using the camera as part of his or her capstone project, A design major that uses the camera to capture images for their poster presentation. A Journalism student that takes the camera on a field trip to capture supporting images for a student publication article. The Loan-Pool is a very well utilized resource for students that greatly enhances their educational experience at Western

### **III. Impact on Existing Resources**

Your proposal must address the project’s potential impact on existing resources. Give special attention to the impact on data transmission networks (e.g., sources accessed, networking equipment, etc.) and personnel (e.g., staffing, administrative support, faculty support, etc.).

1. Describe how existing equipment is used. Contrast this to projected use, if your proposal were funded.

The existing equipment is used to acquire images that are incorporated in student projects. These new ones will be used in the same fashion but will provide better finished product

1. Is similar equipment or technology available elsewhere on campus—such as with the Student Technology Center, Classroom Services, Video Services, Western Libraries, a college lab? Enter “No or “Yes”. yes

IF “Yes, describe why existing equipment does not meet the needs outlined in this proposal. IF “No,” enter “N/A”.

The ATUS Loan Pool has 3 existing mirrorless cameras that are aging out and have been very heavily used. These were purchased by ATUS. These are too few to meet the demand, since only one is a Canon it is the only mirrorless that can use the lens collection.

1. IF this project would involve the replacement of equipment, including computers:
2. Describe the “before and after” configuration changes. (A spreadsheet reflecting these changes may be attached.) Or enter “N/A”.

N/A

1. Describe the costs and benefits of replacing vs. upgrading. Or enter “N/A”.

N/A

1. Would this equipment be available to students outside of your department? Enter “No” or “Yes”. Yes

IF “Yes,” describe the following (in the field below the a-d list). IF “No,” enter “N/A”.

1. How students would gain access.
2. How equipment availability would be publicized.
3. The hours per week when equipment would be available.
4. Any costs that would result from a-c.

A- The students would checkout the equipment from the ATUS Loan-pool in HH 114

B- The equipment will be listed on the ATUS equipment loan website and in the hardcopy catalogs located at the desk in the loan-pool.

C- Monday -Friday 8:00am-4:45 pm

D- none

1. Would this project involve the check-out of equipment to students? Enter “No” or “Yes”. yes

IF “Yes,” discuss whether the Student Technology Center/ATUS Loan Pool could be assigned this task. IF “No,” enter “N/A”.

These will be housed at the Loan Pool

1. Does the department have adequate operating funds to provide ongoing maintenance and support? Enter “No” or “Yes”. Yes

IF “No,” describe the funding situation. IF “Yes,” enter “N/A”.

N/A

1. Does the department have adequate personnel to provide ongoing staff support for the project? Enter “No” or “Yes”. Yes

IF “No,” describe the staffing situation. IF “Yes,” enter “N/A”.

N/A

### **IV. Space and Site Information**

1. What is the location for installation of equipment or technology? Be as specific as possible.

Loan Pool in HH 114

1. Is this space/location currently assigned to your department or unit? Enter “Yes” or “No”. Yes

IF “No,” describe the current control of the space. IF “Yes,” enter “N/A”.

1. Would site modification be required? Enter “No” or “Yes”. No  
   Note: “Site modification” addresses site alteration—beyond specific equipment installation addressed in section V, Budget Estimate Table, line 13. Site modification significantly impacts infrastructure. This could include addition/integration of other systems required by the equipment install, such as electrical, air, lighting, security, network access, etc.; conversion of a lab or office; etc.

IF “Yes,” describe the site modification required. IF “No,” enter “N/A”.

1. Conditional Step 4: If you answered “no” to #2 above, or “yes” to #3 above:

You *may* need to submit a [Space Modification Request](https://app.e-builder.net/public/Processes/StartProcess.aspx?ProcessID=849829b0be0d47c4b6e270345a265b73&PortalTypeID=7) to Capital Planning and Development. The STF Committee will determine if this is necessary during proposal review, and will let you know. The results of the Space Modification Request form would affect lines #15 and #18 of the Budget Estimate Table.

### **V. Project Budget Estimate**

This section details the estimated cost of the project.

Budget Estimate Notes:

1. The STF Committee recognizes your proposed budget as an estimate. Final funding for successful projects will be established after thorough technical review. Some costs may need adjusting due to price changes.
2. The STF Committee may impose special conditions on a proposal before approval. (If interested, see *STF Tech Initiatives Proposal Guidelines, section V, Proposal Modifications*. This document is on the STF website.)
3. Funding is not provided directly to departments for purchases. All purchasing is done via the Office of the VPIT/CIO, and savings are retained in the Student Technology Fee fund.
4. For assistance in preparing your budget, please consult with relevant campus support departments. Four are listed here:

* Academic Technology & User Services (Director), 650-6538
* Budget and Financial Planning Office, 650-4762
* Space Planning and Administration Program Manager, 650-3935
* Purchasing, 650-3340, [Getting Started in the Western Marketplace](https://www.wwu.edu/bservices/purchasing/software.shtml)

1. What funding or contributions are available from your department or other sources? Enter dollar amount, or “N/A”. $2000.00

Note: The STF Committee encourages matching funds/funding support. “Contribution” is defined as a monetary contribution. For example, a vendor discount is not considered a contribution.

1. *IF you have more than seven line-item expenses,* create a separate spreadsheet of items to purchase, with a subtotal. (You will attach the spreadsheet to this form later, before submitting.)
2. Complete the **Budget Estimate Table** below.

**IMPORTANT:** To complete the Budget Estimate Table (an Excel sheet) within this form, follow these substeps:

1. Double-click anywhere in the table:
   1. For Macs, the table will open in a new window.
   2. For PCs, the table will open in place.
2. Complete the blue-shaded areas only. The remainder of the form will autofill.
3. *IF you have more than seven line-item expenses*, key the “Items to Purchase” area of *this* Budget Estimate Table as follows:
   1. Item to Purchase: “Subtotal from attached spreadsheet”
   2. Quantity: “1”
   3. Item Cost: [the subtotal from the attached spreadsheet]
4. To exit the table area of this form, single-click anywhere outside of the table.



1. Could this project be divided into discrete elements that could be funded separately? Enter “No” or “Yes”. yes

IF “Yes,” summarize and prioritize project elements with a cost estimate for each. IF “No,” enter “N/A”.

the totals of each could be reduced if needed

Note: A “no” response to question 3 creates an “all or nothing” proposal. That is, if the STF Committee decides not to fund your entire proposal, it will not consider any elements for partial funding. If elements could be funded separately, the applicant is responsible for prioritizing them before submitting the proposal.

1. Are course or lab fees charged for any of the courses that will use this equipment? Enter “No” or “Yes”. not that we are aware of  
   Note: The total funding requested from the Student Technology Fee must consider the amount collected from course fees for equipment replacement and/or equipment acquisition.

IF “Yes,” describe the course fees. IF “No,” enter “N/A”.

### **VI. Project Schedule**

Describe your overall implementation schedule. Note that project awards are announced during spring quarter (usually May), and that projects are to be substantially completed by the end of the calendar year.   
IF any site modifications are determined to be involved (see section IV, Space and Site Information), your project schedule will be aligned with the schedule provided by Capital Planning and Development.

If the request is approved as soon as we get the budget code we will order the items in the WWU market place. Once they arrive we will engrave them and get them into our checkout system. It should be about a 2 week process not including shipping time or supply chain delays.

### **VII. Constraints**

List or describe any external or internal factors/constraints that could affect your project schedule, project objectives, or the project budget (e.g., if external approval is required for curricular changes, or if funding must be received by a certain date.)

N/A

### **VIII. Submitting the Proposal / Routing Instructions**

1. Access the e-form [Student Tech Fee Proposals: Routing Form](https://esign.wwu.edu/forms/CIO/_student_tech_fee_proposals_routing_1.aspx) and complete the form as instructed.
2. Attach this completed proposal form to the completed e-form.
3. Attach any supporting materials for your proposal to the e-form.
4. Route the e-form as instructed.