

# Academic Resources and Computing Committee

## *Proposal for Funding*

Due Thursday, April 1, 2004 (4:30 p.m.)

**Project Title:** Enhancement of Multimedia Services computer lab and

classrooms for the move into Lampros Hall

**Project Director:** Bob King

**Department(s):** Multimedia Services

**College(s):** IT Division

**E-Mail:** rking@weber.edu

**Extension:** 6865

**Other Members of the Project Team:** Multimedia Services Department

### **Instructions:**

1. Please complete each section in the space provided. The justification section should not exceed two single-spaced typed pages. (An addendum may be attached describing details of specific hardware and/or software that are requested with this proposal.)
2. You are required to obtain the signature of an ARCC representative for your college, indicating that she/he is familiar with the proposal, and can speak to it during funding deliberations.
3. Your department chair's signature is also required, indicating that she/he supports the proposal, and that the proposal is in keeping with departmental goals related to information technology and its applications to the academic mission of the institution. Your Chair's signature also indicates her/his commitment to help support the project financially if so indicated on the budget page.
4. Your dean's signature is also required, indicating that she/he has read and supports the project. Your dean's signature also indicates her/his commitment to help support the project financially if so indicated on the budget page.
5. Your college's computer committee must rank the proposal, and the committee chair's signature is required.
6. For certain projects an IT expert's signature is required. You must contact the appropriate individual if you are implementing a wireless network, multimedia classroom, software/hardware purchase that will require use of a campus server or work with online course software like WebCT Vista or ChiTester. You must give time before the deadline - the recommendation is 3 weeks - for that person to do an evaluation.

7. Submit one copy of the proposal, together with all relevant signatures, by 4:30 p.m., Thursday, April 1, 2004. NOTE: the ARCC no longer requires seventeen copies.
8. You must both email a soft copy and mail a hard copy of the proposal to the chair, David Ferro, MC 2401.

**ARCC Representative:**

I have read the proposal and discussed it with the Project Director.

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ARCC Representative

Comments:

**Department Chair:**

The Department has reviewed this project within the context of overall information technology planning within the Department. If the budget page indicates financial support from the Department, I agree to commit those funds to this project.

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Department Chair

Comments:

**College Dean:**

I have reviewed this project. If the budget page indicates financial support from the College, I agree to commit those funds to this project.

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College Dean

Comments:

**College Computer Committee Chair:**

This proposed project has been reviewed and discussed by our college's computer committee. It is the consensus of the committee that this proposed project is consistent with information technology goals within the college. Furthermore, after ranking all of the proposals submitted by our college, we rank this proposal in priority as

\_\_\_\_\_ out of a total of \_\_\_\_\_ proposals submitted this year.\*

\*Note: Each proposal must be given a separate ranking; no two proposals may receive the same rank.

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College Computer Committee Chair

Comments:

**IT Representative:**

For certain projects an IT expert's signature is required. You must contact the appropriate individual if you are implementing a

**WIRELESS NETWORK** (contact Brook Chase at [bhchase@weber.edu](mailto:bhchase@weber.edu) or x7192),

**MULTIMEDIA CLASSROOM** (contact Bob King at [rking@weber.edu](mailto:rking@weber.edu) or x6865),

**CERTAIN SOFTWARE/HARDWARE** purchases that will require use of a campus server or work with online course software like WebCT Vista or ChiTester (contact Ted McGrath at [tmcgrath@weber.edu](mailto:tmcgrath@weber.edu) or x7196).

I have read the proposal and discussed it with the Project Director.

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IT Representative (printed and signed)

Comments (including status):

# Justification

Your proposed project should be described as clearly and succinctly as possible in the spaces provided below. Be sure to review the "Criteria for Funding" document. *The entire justification section should not exceed two single-spaced pages.*

## **Abstract (project summary):**

The vision for Lampros Hall is to have a central location for "technology assistance" for faculty, staff and students. Multimedia Services Department is moving from its current location in the library to new facilities in Lampros Hall and provides much of this support now. Multimedia Services would like to enhance the services it offers in the computer lab, classroom and training room. These rooms are not only expanding in size but in function as well. With the excitement of new facilities and expanded support with WSU Online, Multimedia Support wants to make this a focal point for technology support. The computer lab and training room are the core of our support and provide equipment that is specialized and generally not available in regular offices. The lab is equipped with a large flatbed scanner, film and slide scanner, multiple document scanner, digital audio/video capture & editing equipment, color printer and CD & DVD duplication equipment. Also a projector, laptop, digital still and video cameras are available for checkout. With this proposal we would like to expand the number of workstations, provide new presentation software and enhance digital media capabilities.

## **Objectives and goals of this project:**

We wish to expand the number of workstations in the lab and enhance some of the computer processing for several of the scanners. Scanning images and text document is very popular and increasing power of the machines will speed up the process and faculty will have to spend less time in the lab.

Increasing the number of workstations in the lab will facilitate WSU Online in their support of web delivered courses. WSU Online will have offices in the building and will work closely with faculty on their web courses.

New software is available and allows PowerPoint to be used in other programs packaging it differently. Robo Presenter can expand how PowerPoint can be used on the web.

The training room has been expanded in size and we can teach more participants at one time. Currently more than half of the workshops we offer are full and have a waiting list. This will allow us to meet the demand better.

New wireless technology allow for annotation of presentations without being tied to the instructor station. Students can be more involved from their seat. This will give the faculty a chance to try this technology and expand it to use in other multimedia rooms on campus.

An additional laptop with the new tablet technology will allow faculty to experience annotation of presentations and get a feel for new technology.

**Identify specific courses and/or programs that will directly benefit from this project:**

(You may also want to describe how specific courses may be enhanced by this project.)

In the past we have not tracked specific courses for which we assist faculty. Almost every department in every college has used the lab or our training facilities. As we move into the new facilities we will track which courses have been enhanced by our services.

**If applicable, describe how this project will help to increase faculty productivity or enhance competency in some area of information technology.**

(Please note that ARCC does not support faculty desktop or laptop computers.)

The lab, classroom and training room along with our support provide the faculty the tools they need to create media to use in their instruction. In most cases departments and offices are not equipped with the level of equipment to produce quality media. Part of our support includes training on equipment and software which allows faculty to learn more and do more.

In general we see on the average of six faculty or staff use the facility each day. With the move to the new facilities, Multimedia Services will promote the equipment and services we offer as we see the lab and training rooms the focal point of the Lampros technology assistance center. We expect a drastic increase in the use of the lab and training room.

**Describe how the success of this project will be evaluated.**

(If reports or publications are anticipated from this project, please indicate such.)

We currently use a sign-in sheet that users fill in as they use the lab so we get a fairly accurate count of usage, department, and whether or not they need assistance. We plan on adding a column indicating support for a specific course. This information is reported in our departmental report to the CIO and can be shared with this committee.

**Timeline:**

(If funded, when will this project be implemented?)

The time frame to move into Lampros Hall will be around the end of July or first of August, 2004. We would anticipate having the equipment ordered and installed by the end of August.

## Budget

Note: Please be as specific as possible regarding requested hardware, software, or other resources (you may include an addendum to describe the hardware). If funds are being committed from other resources, please so indicate.

<b>Hardware:</b>	<b>ARCC</b> (Requested)	<b>Department</b> (Committed)	<b>College</b> (Committed)	<b>Other</b> (Committed)
4 - Campus standard PC (enhanced) for the lab	\$5860.00			
9 - Campus standard PC for the training room	\$5053.50	\$5053.50		
1 - I-Mac DV for the lab	\$2448.00			
1 - laptop with tablet for checkout	\$2306.00			
2 - Interwrite wireless tablet for classroom and training room	1352.00			
<b>Hardware Subtotals:</b>	\$17019.5	\$5053.50		
<b>Software:</b>	<b>ARCC</b> (Requested)	<b>Department</b> (Committed)	<b>College</b> (Committed)	<b>Other</b> (Committed)
1 - Articulate (Robo Presenter) for Power Point	\$400.00			
2 - Indesign lab	\$312.00			
25 - MS Office "03 Training Rm	\$1221.00			
4 - MS Office "03 Lab	\$195.00			
4 - Photoshop Lab	\$181.00			
4 - Front Page Lab	\$134.00			

<b>Software Subtotals:</b>	\$2443.00			
<b>Other:</b>	<b>ARCC</b> (Requested)	<b>Department</b> (Committed)	<b>College</b> (Committed)	<b>Other</b> (Committed)
<b>Other Subtotals:</b>				
<b>Grand Totals:</b>	\$19462.50	\$5053.50		

**TOTAL FOR PROJECT:** \_\_\_\_\_ \$24516.00 \_\_\_\_\_ (Sum of all columns)

### Additional Resources

**Please describe what other resources will be required to implement this project:**

(Additional resources may include needs such as Academic Computing technical support or hardware installation through Electronic Services.)