Unit Plan: Equipment Requests [Acct. Category 6000]

Unit: Digital Media
Division or Area to Which You Report: Arts and Humanities
Author(s) of this Unit Plan: Mark Schaeffer
Date: April 9, 2008

Audience: Budget, Deans
Purpose: To be read and responded to by Budget Committee.
Instructions: Please fill in the following as needed. Text boxes below will expand as you type.
Please note: this form is for equipment whose unit cost is over $200

Brief Title of Request (Project Name): Digital Media lab upgrade

Building/ Location: 900 (as of Fall 2008)

Request Amount (include unit cost, total cost, tax, and shipping): $13,375

Description of the specific equipment or materials requested:

- Microtek tabloid-size scanner ($2000); 2 HP flatbed scanners with transparency adapters ($300 each); 2 Epson PictureMate photo printers ($125); HP color Laserjet printer ($400); 35 Wacom Intuos 4x6 graphics tablets ($225 each); BlackMagic audio/video converter ($450); LaCie 1-terabyte backup drive ($300); 3 Sony mini-DV camcorders ($500 each)

What educational programs or institutional purposes does this equipment support?

- Students in the Digital Media, Film, Photography, and Mass Communication programs

Briefly describe how your request relates specifically to the Educational Master Plan and the Goals and objectives Section of your Unit Plan (Part II, Section 2)?

- One of the priorities listed in the Facilities Needs section of the Educational Master Plan is “Plan for a significant increase in computer-assisted lab space.” Our move from building 1600 to a new suite of labs in building 900 requires additional equipment to serve the increased capacity of the labs. The scanners and printers listed above are intended to supplement the single scanner and single printer we already have, which already are insufficient to meet our students’ needs. The
remaining items (graphics tablets, an A/V converter, a large-capacity backup drive, and camcorders for student use) are equipment that we need now. The lack of these items hinders the ability of students in the Digital Media and Film programs to learn and practice the professional skills we’re teaching, and the need for them will be even stronger when we serve a greater number of students in the new building. Acquiring this equipment is an integral part of our second goal in Part II, which is to increase students’ access to equipment.

Why is this equipment necessary?

___X___ Immediate health, safety, or security issues

___X___ Increases enrollment

____ Prevents further deterioration of facilities

_____ Replaces deteriorated equipment or facilities

_____ Shows cost advantage due to rising prices

___X___ Provides visibility for the Bond Program

Briefly describe how the above criteria are satisfied:
The health and safety issue is repetitive stress injuries, which are exacerbated by trying to draw with a mouse (which is designed for data entry) rather than a proper graphics tablet. The other equipment will increase enrollment by allowing students who don’t have personal access to printers, scanners, and video equipment to take courses that would otherwise be closed to them. (The equipment will also increase retention, because students who don’t have to wait in line to use a scanner or a printer are more productive and happier.) All of the listed equipment would provide visibility for the Bond Program, because the Digital Media lab is one of the showpieces for the College.

What is the consequence of not funding the equipment?

Failure to acquire the graphics tablets will exacerbate students’ susceptibility to repetitive stress injuries. Failure to acquire any of this equipment would lower the capabilities of the Digital Media lab to less-than-professional standards, making our courses less useful, less productive, and less popular.

What alternative approaches have been considered to meet programmatic demands for this equipment?

We’re already using an alternative approach: getting by without the equipment. No students or faculty members have found this approach to be satisfactory.

How many students will be impacted by the purchase of this equipment? __ Hundreds per year____

Do students use this equipment? ___X___ yes _____ no
Is this equipment a replacement?  _____yes  __X__no

Staffing requirements for new equipment (number of staff, are they available, training, etc.): None

Will training be required?  _____yes  ___X__no

At whose cost?

[Blank]

What are the estimated ongoing costs (for maintenance, etc.)? Supplies for the printers and scanners are covered by students’ materials fees. None of the equipment requires significant maintenance.

Are there potential utility costs/savings?  no

Is this request CTE (Career Technical Education) Eligible?  _____yes  __X__no