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# Application Summary

## Competition Details

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**Competition Title:** MSFT Applications for 2020-2021

**Category:** Internal Funding

**Award Cycle:** 2020-2021

**Submission Deadline:** 4/10/2020 3:00 PM

## Application Information

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**Submitted By:** Emily Smith

**Application ID:** 295

**Application Title:** Alternative Media Student Assistant Hours

**Date Submitted:** 3/2/2020 4:19 PM

## Personal Details

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**Applicant First Name:** Emily

**Applicant Last Name:** Smith

**Applicant Department:** Academic Affairs

**Email Address:** emily.smith@csuci.edu

**Phone Number:** (805) 437-3640

**Who is the Staff Support for Project/Activity?:** Emily Smith

**Staff Support email:** emily.smith@csuci.edu

## Application Details

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### Proposal Title

Alternative Media Student Assistant Hours

### Brief Project Description

The Alternative Media program directly supports the CSUCI mission statement by providing learning tools to accommodate students with disabilities within and across disciplines through accessible formats to facilitate learning. The Alternative Media program supports DASS students with print disabilities in providing accessible formats, such as e-text, braille, and audio. Student assistants play a crucial and essential role in supporting the Alternative Media program. For example, in Fall 2019 the Alternative Media program processed over 51,000 textbook pages, for which the program relied entirely on student assistants for production.

In Fall 2019, the program had an increase of almost 23% textbooks requested for conversion. As noted in the graphic under additional comments on the Summary Report Form, historically requests have gone in ebbs and flows, but the program continues to see an overall increase in the number of requests.

We are requesting funding of \$17, 660 for student assistant production hours. This funding request will supplement the student assistant hours. During the hours spent working with the alternative media production team, student assistants are tasked with the beginning to end of creating textbooks and instructional materials into accessible formats for students with disabilities. This process includes, but is not limited to, scanning, OCRing text, zoning text, verifying and spell checking, creating accessible PDFs and Word documents, and converting text to audio formats. This process can vary in length and time depending on the difficulty of the file, such as very complex math and science.

### **Amount of MSFT Funding Requested**

17,660

### **Project/Activity Budget Detail**

Please refer to file attached titled MSFT SA Planning Budget Workbook and/or MSFT SA Summary Report Form under the first question.

### **Will you receive funds from any other source(s)?**

No

### **Other Funding Sources**

MSFT is the only source of funding for the hours for the Alternative Media student assistants.

### **Has this project or activity previously received MSFT funding?**

No

## **Acknowledgment**

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### **Fiscal Management**

Project applicant/sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project applicant/sponsor will be responsible for managing purchases, transfers of funds, and all transactions related to approved projects

Please review MSFT webpage for information about the fund and its objectives before submitting your application.

**CSU Channel Islands  
MSFT Proposed Budget  
2020-2021**

Please layout in detail when various components of your plan will be complete in order to achieve key milestones. This information will be use to forecast the spending of MSFT within the fiscal year.  
PS: all purchases/services need to be received and billed to CI before June 30th to account for the current fiscal year.

**SAMPLE**

**Project or Activity Title**

**Total Requested  
\$\$**

Chemistry Laboratory Instrumataion Refresh

\$452,000

**MSFT Planning Budget Calendar 2020-2021**

Items or services requested to be funded	July 2020 -Period 1	August 2020-Period 2	September 2020 -Period 3	October 2020 -Period 4	November 2020 -Period 5	December 2020 -Period 6	January 2021 -Period 7	February 2021 -Period 8	March 2021 -Period 9	April 2021 -Period 10	May 2021 -Period 11	June 2021-Period 12	Grand Total
Purchase of UPS Power Conditioner				\$ 9,000.00									\$ 9,000.00
Purchase Glove Box			\$ 42,000.00										\$ 42,000.00
Purchase of Spectrophotometer						\$ 156,000.00							\$ 156,000.00
Purchase of Fluorimeter							\$ 39,000.00						\$ 39,000.00
Purchase of Analytical Ultracentrifuge			\$ 198,000.00										\$ 198,000.00
Lab. Student assistant hours to set up equip.								\$ 2,000.00	###	\$ 2,000.00	###		\$ 8,000.00
<b>Total</b>	\$ -	\$ -	\$ 240,000.00	\$ 9,000.00	\$ -	\$ 156,000.00	\$ 39,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 452,000.00

**CSU Channel Islands**  
**MSFT Proposed Budget**  
**2020-2021**

Please layout in detail when various components of your plan will be complete in order to achieve key milestones. This information will be used to forecast the spending of MSFT within the fiscal year.  
 PS: all purchases/services need to be received and billed to CI before June 30th to account for the current fiscal year.

Project or Activity Title

**Total Requested  
 \$\$**

Alternative Media Student Assistant Hours      \$    17,660.00

\*formulas will calculate totals

**MSFT Planning Budget Calendar 2020-2021**

Items or services requested to be funded	July 2020 -Period 1	August 2020-Period 2	September 2020 -Period 3	October 2020 -Period 4	November 2020 -Period 5	December 2020 -Period 6	January 2021 -Period 7	February 2021 -Period 8	March 2021 -Period 9	April 2021 -Period 10	May 2021 -Period 11	June 2021-Period 12	Grand Total
Summer Break 2020 Student Assistant (40hrsx\$13/hr)											\$6,240.00		\$ 6,240.00
Fall 2020 Student Assistant (20hrsx\$13/hr)		\$4,420.00											\$ 4,420.00
Winter Break 2020 Student Assistant (40hrsx\$14/hr)						\$2,240.00							\$ 2,240.00
Spring 2021 Student Assistant (20hrsx\$14/hr)							\$4,760.00						\$ 4,760.00
<b>Total</b>	\$ -	\$ 4,420.00	\$ -	\$ -	\$ -	\$ 2,240.00	\$ 4,760.00	\$ -	\$ -	\$ -	\$ 6,240.00	\$ -	\$ 17,660.00

**MSFT SUMMARY REPORT**

*Please provide a summary of your submission and explain how MSFT funding has helped improve resources and experiences for students at CI. Feel free to add 2-3 photos.*

These funds will provide support for student assistants for the alternative media program for production of accessible materials for students with disabilities.

Alternative Media (Student Affairs) Fall 2020: 17 Weeks				
Description	Hourly Rate	Hours per Week	Number of Weeks	Fall 2020 Cost
Student Assistant	13	20	17	\$ 4,420.00
<b>Alternative Media Fall Cost</b>				<b>\$ 4,420.00</b>
Alternative Media SA Winter Break 2020-2021: 4 Weeks				
Description	Hourly Rate	Hours per week	Number of Weeks	Winter Break 2020 Cost
Student Assistant	14	40	4	\$ 2,240.00
*Minimum wage will be increasing to \$14/hour starting January 1st 2021.				
<b>Alternative Media Winter Break Cost</b>				<b>\$ 2,240.00</b>
Alternative Media (Student Affairs) Spring 21: 17 weeks				
Description	Hourly Rate	Hours per Week	Number of Weeks	Spring 2021 Cost
Student Assistant	14	20	17	\$ 4,760.00
<b>Alternative Media Spring Cost</b>				<b>\$ 4,760.00</b>
Alternative Media (Student Affairs) Summer 2021: 12 weeks				
Description	Hourly Rate	Hours per Week	Number of Weeks	Summer 2020 Cost
Student Assistant	13	40	12	\$ 6,240.00
<b>Alternative Media Summer Cost</b>				<b>\$ 6,240.00</b>
<b>Total for AY 20-21</b>				<b>\$ 17,660.00</b>

*Provide a summary of the status of your budget. Were you within budget? Was the entire allocation spent by end of FY? Overspent? An extension requested due to scope/materials change?*

There was no previous MSFT funding for the alternative media program student assistants.

**Additional statements or final comments you would like to provide to the MSFT committee:**

### Total Term Request

