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Application Summary

Competition Details

Competition Title:	MSFT Applications for 2021-2022
Category:	Internal Funding
Award Cycle:	2021-2022
Submission Deadline:	03/16/2021 10:00 AM

Application Information

Submitted By:	Colleen Harris
Appplication ID:	838
Application Title:	Streaming and Recording Equipment
Date Submitted:	03/11/2021 8:17 PM

Personal Details

Applicant First Name:	Colleen
Applicant Last Name:	Harris
Applicant Department:	Library
Email Address:	colleen.harris@csuci.edu
Phone Number:	(859) 420-8125
Who is the Staff Support for Project/Activity?:	Martha Reyes
Staff Support email:	martha.reyes@csuci.edu

Application Details

Proposal Title

Streaming and Recording Equipment

Brief Project Description

Project/Activity Budget: $3,984.14

Other Funding Sources: HEERF request pending

Recurring Costs: None

Brief Project Description

This application requests funds in the total amount of $3,984.14 to purchase recording/ live streaming/ media publishing equipment for events hosted by Broome Library. (Itemized breakdown for basic mid-level equipment in budget worksheet)

Benefits to educational or co-curricular experience of CI students.

During the pandemic, the staff at Broome Library worked hard to transform services and make as many of our services available online to students as possible. After a small reorganization, as of January the Library now has a department called Instruction, Engagement, and Assessment, with responsibility for growing and strengthening the Library's outreach efforts to students. Though new, the Engagement team has already met with much success with high attendance at the Black Scholars on Black Lives lecture series, high registrations for the monthly recognition lecture series, and two brown-bag opportunities to meet with student organization leadership to get student feedback on what the Library can do to better serve students. Our focus is all students, not limited to one program or class.

This equipment purchase would benefit all students. While we are hopeful about Fall semester, we also recognize that many students may choose the virtual options available to them. In the case that Library events held for students may happen in the building (for instance, an in-person guest lecture), the Engagement team would like to be able to live-stream interactive events.

In addition, accessibility is key. Students are getting accustomed to the accessibility of Library programming as it is currently virtual, and available from wherever one can get a cell signal. In feedback from our lecture series, students are sharing that they may not have been able to come if it were an in-person event due to travel time, parking, caretaking responsibilities, concerns about social distancing, and other reasons. Having the events virtually allows for live question and answer without the hassle of travel, but it also affords the Library the opportunity to record the event, pay to have it captioned, and publish the event for all students to engage with as a new, searchable Library digital collection. In this way, we expect our lecture series and other events to be lasting digital collections for students to use far into the future, even if they couldn't have been at a particular location at a particular hour to have seen it live. Equipment to capture live events so that we can then make it digitally available is crucial to our continued commitment to making sure student resources are used in as an impactful way as possible, and that the impact of our programming for students lasts beyond the hour when the event ends. We expect this equipment to benefit CI students directly in terms of academics as their faculty partner with the Library to develop curriculum related to events like guest lectures or traveling displays, in terms of co-curricular experience as students engage with the actual event, and then academically again as the recording equipment will have allowed us to create a bank of events for students to sift through and use in their assignments. Intro and outro slides for video will acknowledge student MSFT funds as having contributed to the recording and sharing of the event, as well as being mentioned in any introductory or concluding remarks the Library may have. We want to make sure that student resources (fees) are used to directly benefit students, and we believe this will be the case with this equipment request.

Because the Library's limited budget has shifted to purchasing additional electronic academic materials and to support new digital services in the past year, there are no available funds to purchase this equipment for Fall 2021.

Timeline for implementation

July 2021 – Purchase

July/August 2021 – Train on using equipment

August 2021 forward – Implement use for events

Amount of MSFT Funding Requested

3,984.14

Project/Activity Budget Detail

Items or services requested to be funded	July 2020 -Period 1
Lighting SKU: BOFP312K	$ 344.00
Sound on Camera: Rode microphone & Accessory kit	$ 289.99
Wireless lapel mics (Comica dual transmitter lavalier)	$ 389.00
camera: Panasonic HC X2000 4K	$ 2,197.99
Video to computer converter: Elgato camlink 4k	$ 129.99
memory card- SanDisk 128G ExtremePro SDXC	$ 191.25
HDMI cable- 15' low profile	$ 51.99
Tripod- iKan e-image	$ 199.99
card readerHoodman Steel 31dual slot	$ 29.99
camera bag - Slinger V2 BigBag	$ 159.95
Total	$ 3,984.14

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

No

Other Funding Sources

Has this project or activity previously received MSFT funding?

No

Acknowledgment

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 Acitivity 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
Puchase of UPS Power Conditioner				$ 9,000.00									$ 9,000.00
Purchase Glove Box			$ 42,000.00										$ 42,000.00
Purchase of Spectrohotometer						$ 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
Total	$ -	$ -	$ 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

Project or Acitivity Title	Total Requested $$
Recording/Streaming & Making Accessible Library Events	total amount

Please layout in detail when various components of your plan will be complete in order to achieve key milestones.
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formulas will calculate totals

MSFT Planning Budget Calendar 2020-2021

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Total	$ 3,984.14	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,984.14

AY 2021-22 MSFT Funds Request: Event Recording/Streaming/Publishing Equipment

Submitted by
Dr. Colleen Harris
Head, Instruction, Engagement, & Assessment
Broome Library
colleen.harris@csuci.edu

Project/Activity Budget: $3,984.14

Other Funding Sources: None

Recurring Costs: None

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