Date: October 6, 2021

Request Name: CAHSS Equipment Checkout

Contact Name: Bethany Rizzardi/Shannon COllart

Contact Email Address: blg10@humboldt.edu

Contact Phone: 707-826-6101, 707-826-5408

Division Submitting Request: Academic Affairs

Academic Affairs Office of the Dean

Nature of Request: Requesting additional or alternate square footage without a specific room/space/location already identified.

Is this change expected to be temporary: No

Preferred Allocation Date: January 1, 2022

Space Allocation Details

Type of Space Needed
Space is needed to store equipment that can be checked out to students for anywhere from a day to a semester. The space would house one staff member and potentially student workers, along with workbench area for inspection and repair. The need is for storage space with student access (door or counter) to get the equipment. 750-1000 square feet is needed for this. Shelving can be added. Easy street access is desired, but not required.

Alignment with University Principles

HSU Strategic Plan

Strategic Plan Goals:

- Goal 1: Academic Roadmap
- Goal 5: Resources Stewardship & Sustainability
- Goal 6: Student Experience & Success

Goal 1 Details:

2. Advance Academic Access And Inclusive Student Success: Students thrive through hands-on teaching and learning and providing equipment to students provides greater access for students to gain this experience.

Goal 5 Details:

1. Prioritize Student Need: Equipment checkout supports students in getting hands-on access to expensive equipment that is required for them to succeed in hands-on learning in their academic programs.

2. Steward University Resources: Providing equipment checkout allows the university to buy a limited number of resources that can be shared across multiple students, rather than requiring each student to buy and maintain expensive equipment.

3. Create a Sustainable Institution: Reusing and sharing equipment supports sustainability (instead of each student buying expensive equipment - potentially for only one class)

Goal 6 Details:

Students thrive through hands-on teaching and learning and providing equipment to students provides greater access for students to gain this experience. Equipment checkout supports students in getting hands-on access to expensive equipment that is required for them to succeed in hands-on learning in their academic programs.

Collective Impact:

Equipment checkout across the university is performed in several departments, including:

- CAHSS: Anthropology, Art, Film, Journalism and Mass Communication and Music
- CNRS: Biology, Chemistry, Engineering, Fisheries & Wildlife, Forestry & Natural Resources, Geology, Physics
- Information Technology Services (ITS)
- Library

While this space request does not address the full check out needs of all students, it does support centralizing some of the duplicate checkout services (Art, Film, and Journalism) and eliminating ITS checkout.

Each of these departments has a proven pattern of success, and this request supports reducing the number of locations and FTE dedicated to this work.

Request Importance - Needs Analysis:
- ITS (GH221) is shifting Art & Journalism checkout to CAHSS, centralizing checkout with Film.
- General ITS equipment (laptops, etc.) will be shifted to the Library.
- TA 118B is "stuffed to the gills" and cannot house additional equipment.
- GH 221 also houses 5 student work stations and two staff: all moving to the Library.
- ITS needs to house 11-12 staff, students, computer staging, and workbenches across GH 221 and GH 213 (w/easy street access for equipment). This frees up NR 225A, 211B-d and Telonicher basement to support CNRS and Telonicher demolition plans.
- Art/Journalism inventory: 774
- Film Inventory: 551

Recent History:

- Workload Decrease
- Increased Automation

Recent History Details:
Film checkout staff has moved from paper cards to online checkout and student self-checkout, automating and streamlining the work involved and leaving capacity to handle Art/Journalism checkout. ITS has fleshed out Art & Journalism equipment to shift from 3x per week check out/in to 1x per semester making the workload manageable for all three areas if co-located.

MBU/Division Outcomes and Objectives Related to this Request:
The requested space would allow for the reduction of one FTE in support of divisional/MBU established budget reductions and would also free up space in NR and TA for divisional reallocation and in Telonicher for university master plan alignment. By consolidating checkout activities, this also frees up management capacity in ITS to attend to various polytechnic needs.

Funding

Has Funding for this Request Already Been Identified? Yes

Proposed Funding:
We have consulted PDC on this to discuss options. Costs would have to be determined based on the space identified. Operational funding exists for this program and is already budgeted within the organization.
ITS will cover the funding of shelving as needed (could make use of existing shelving) to facilitate this change.

Has the Chartfield String Already Been Identified? No

Additional Document Upload
webcheckout_inventory_-_cahss_excluding_laptops.xlsx

Additional Document Upload ta118b.png

Additional Document Upload

Additional Relevant Information Not Previously Addressed:
Both checkout facilities (TA 118B and GH 221) have been housing equipment checkout for years if not decades. Inventories (summary attached)have grown over time for these respective areas, with a careful eye towards removing aged equipment that is no longer being used. Additionally ITS has been asked for multiple years to be able to give back the NR space, similar to how it gave back TA 12 to CAHSS a few years back. We believe the attached inventory growth and management as well as requests to vacate other space demonstrates multiple years of direct evidence of need.

Image of TA118b attached.

Routed for Review

College of Arts, Humanities, & Social Sciences   Lisa Bond-Maupin - Dean