



## **Undergraduate Student Government Request for One-Time Commitment Expenses**

For the Purpose of Students First Initiatives

Fiscal Year 2019/2020

Index 220584 USG Operations Unless Otherwise Specified

This form is for all USG Member purchasing requests through the USG Operations budget for any dollar amount. These requests are for the purpose of Senator and Director “Students First Initiatives” to support legislation or projects that benefit the student body. Senators, Directors and the President must fill out this form and present it as part of a public meeting during General Orders. **Signatures of all parties must be obtained prior to presentation in a USG Meeting and prior to order placement or commitment to purchase.**

### **Description of Request:**

I am requesting funds to be allocated for the purchase of two (2) webcams for the Writing Commons. I’ve contacted Jeanne Smith, Director of the Writing Commons, and she (along with Pat Wolf, the Senior IT User Support Analyst for the Department) has recommended a model priced at \$27.99. In order to cover the costs of both webcams as well as taxes, I suggest we allocate \$65.00 of Students First funding to the Writing Commons.

### **Description of population and number of students benefiting from request:**

The students who use the Google Chat services of the Writing Commons come primarily from two traditionally under-served populations at Kent State: commuter students and international students. In preparation for this funding request, two student employees of the Writing Commons compiled a report which identified how the Google Chat service (due to its lack of verbal communication and reliance on typing) reduces the effectiveness of writing assistance being administered. As a result, some commuter students and international students (as well as some members of other student groups who are unable to schedule an appointment in-person) are receiving assistance which is generally less effective and less efficient than that received by on-campus students. Director Smith reported to me that of the 2,505 sessions conducted by the Writing Commons in the Fall 2019 semester, 470 (approximately 19%) of them were conducted online. By providing the Writing Commons with funding for webcams that will make video conferencing possible, USG is able to help improve writing outcomes for at least 470 students and reduce the gap in services between on-campus and off-campus students. In addition, Director

Smith predicts that the improvement in online sessions will encourage a much higher number of students to participate in them, making Writing Commons appointments significantly more convenient for some students and potentially expanding the impact of the writing services offered.

**How does this request collaborate with the mission of Undergraduate Student Government and Students First Initiatives?**

The Undergraduate Student Government is dedicated to identifying unmet student needs. Student writing tutors, as well as the Director of the Writing Commons, have reported that the current method of administering online help is often complained about by both student employees and student visitors to the writing Commons. As mentioned above, there were 470 online sessions held by the Writing Commons last semester, so we can conclude that the addition of verbal and visual communication technology will help at least several hundred students this semester, not to mention hundreds in the future. For a relatively small provision of funds, USG can impact the quality of service afforded to many students for years going forward.

**Funding Details:**

Amount of Funding Requested: \$65.00

Department(s) associated with this request (collaborations): USG, Writing Commons

Vendor (if applicable): Amazon

How will funding be provided from USG account?

- Interdepartmental charge (department charges USG directly)
- Invoice payment (sending a paper or electronic invoice to be paid)
- Account charge (already established account at vendor that will bill us monthly)
- Purchasing card (credit card purchase)
- Expense reimbursement (for USG Member or KSU Staff Member only)
- Direct Deposit to Organization bank account (EIN number required)

Date Funding Needed: January 30th

**Printed Name and Signature of USG Member Requestor/Date:**

**USG Title of Requestor:** Director of Student Involvement

**Signature of USG President or Director of Business and Finance/Date:**

**Signature of USG Advisor/Date:**

*Notes: Attach legislation and any supporting documentation that may be helpful and give to Undergraduate Student Government Advisor: Meghan Factor-Page. Attach Expense Reimbursement Form for purchases made by USG Member or Staff as needed. Original receipts should be turned in as soon as they are received. Many purchases may take two weeks or more to process- please allow time for your request.*