# Chaffey College
## MacKenzie Scott
## Student Support Fund Application

Title of Project: **Ensuring Digital Equity & Innovation: LLC Innovation Studios**

Application #: **202526-24**

Project Lead: **Adriana Arce**

Student:

Department: **Distance Education**

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## SECTION 1: OVERVIEW

### S1: SCOPE OF PROJECT

This proposal expands the Digital Equity and Innovation (DEI) Hub's services by equipping two centrally located Innovation Studios within the new Library Learning Commons (LLC). These studios will create hands-on, collaborative spaces that support students and faculty across all disciplines and modalities.

The DEI Hub currently offers digital literacy workshops, equipment checkouts, and collaborative workspaces, but lacks professional-grade recording environments, editing software, and multimedia tools essential for today's learning and teaching needs. As Distance Education transitions to the LLC, modular furniture has been funded, but the technology infrastructure required to make these studios fully functional remains unfunded. Each week, we receive student and faculty requests for podcasting tools, video production equipment, and editing software, which our current setup cannot adequately provide, as demonstrated in our additional attachments.

This proposal builds on existing DEI Hub services while addressing key gaps that limit multimedia creation and innovative course design. The Innovation Studios will allow students to complete instructional and creative projects without financial barriers, while developing digital fluency skills aligned with Chaffey's ACES employability framework. Transferable skills of digital fluency, critical thinking, and innovation will strengthen student readiness for both transfer and the workforce.

This initiative expands access to digital creation tools and training, directly addressing equity gaps in technology access and participation. Students who may not have access to appropriate multimedia equipment will now have opportunities to build digital fluency and creative confidence. Additionally, outreach and collaboration efforts will extend across Student Life, academic programs, and student support areas, integrating the Innovation Studios into campus-wide learning and engagement opportunities.

### S1: TIMELINE   One-year

## S1: IS THIS AN EXPANSION OF AN EXISTING PROGRAM?   Yes

The DEI Hub, first proposed in late 2019 and officially opened in Fall 2022, was envisioned as a collaborative and innovative space to advance equity-centered teaching and learning. Initial equipment purchases were identified before the pandemic and intended to serve as prototypes for future expansion. However, as the campus and work have evolved post-pandemic, so have the needs that we are trying to meet. Many of the items currently in use are insufficient for both students and faculty, and some key pieces were donated from a discontinued podcasting project. Our team has made do with the tools and software available to us, but we continue to face limitations that restrict the level of innovation and collaboration the campus community seeks. After three years of operation, we have a clear understanding of what is needed to make our future spaces truly functional and innovative. We hope to expand our podcasting and soundproofing capabilities, upgrade recording and editing equipment, and introduce dynamic tools that foster creativity, collaboration, and idea generation.

## SECTION 2: PROJECT PLAN

### S2: PROJECT OBJECTIVES

The January 2026 LLC transition provides ideal timing. Distance Education staff will manage studio operations, with equipment procurement completing by March 2026 and full implementation by Fall 2026. Sustainability is ensured through Distance Education's ongoing operational budget and strategic partnerships across academic divisions. Scaling the services in the Innovation Studios at the new Library Learning Commons (LLC), aim to reach Chaffey students and promote:
- Equitable access to recording equipment and editing software
- Workshops and resources in creating innovative and creative multimedia projects for employability and skill enhancements (ACES)
- Opportunities across academic and career communities aligned to program-based outcomes and project-based coursework
- Collaborative projects with student life and leadership such as clubs, student government, and the Breeze to support a variety of extracurricular initiatives

### S2: KEY DELIVERABLES

This project will produce a marketing campaign and a workshop series, identify co-developed projects with faculty and collaborations with student service areas, and provide self-paced learning resources.
-Monthly marketing campaigns will capture students through social media, faculty outreach, student services listservs, and Panther Times
-We will launch a monthly digital media workshop series with topics aligned to institutional ACES outcomes, specifically digital fluency, innovation, and critical thinking. Each semester, we will work with two faculty leads from different ACCs to intentionally connect teaching practices with program outcomes and design project-based learning

experiences for students. Distance Education FOSAs will coordinate with academic areas to identify assignments that can leverage the Innovation Studios.

Each semester, we will invite two student service areas to utilize the Innovation Studios and collaborate with them to support their programming. This support can range from providing a space for events to assisting with utilization of equipment to enhance communications.

We will implement a self-paced micro-learning module to orient appropriate use of space, equipment, and software for all users prior to their reservation. Resource guides and tutorials on best practices will also be readily available.

All collaborations, programming, and reservations will be tracked via Canvas, Smartsheet, LibCal, Bookings, and other internal systems.

### S2: STAFFING NEEDS

To effectively deliver the proposed outcomes, expansion of the student support team is essential. In the new LLC, DE will operate across two floors and will require consistent presence to ensure adequate coverage and support. Student apprentices will be hired and trained to assist with DEI Hub services, providing front-line support and contributing to multimedia projects and collaborative initiatives. This approach strengthens service delivery and creates learning opportunities that align with our focus on innovation and digital skill development.

### S2: SPACE NEEDS

There are no additional space needs, as this project will be housed within the new LLC Innovation Studios. While furniture and storage have been allocated for the basic setup of the DEI Hub, the existing configuration does not adequately support the demands of multimedia production or innovative work. To ensure the potential of these studios and our proposal outcomes, specialized furniture and technical hardware that support equitable access and foster a collaborative learning environment are required.

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## SECTION 3: BUDGET OVERVIEW

### S3: TOTAL AMOUNT REQUESTED: **$98,600**

### S3: PERSONNEL REQUESTS

|  | Amount Requested | # of Positions | New or Reassigned |
|---|---|---|---|
| Faculty | $0 | 0 | N/A |
| Classified | $0 | 0 | N/A |
| Student/STW | $50,000 | 4 | New |

## S3: SUPPLIES AND SERVICES REQUESTS

|  | Amount Requested | Details |
|---|---|---|
| **Equipment** | $36,470 | Podcasting Table:     $6,000.00; QTY 1<br>Monitor:          $200.00; QTY 1<br>Computers:  $2,000.00; QTY       2<br>Podcast Recording Set: $4,000.00; QTY 1<br>Blackmagic Atem Mini Pro: $330.00 ; QTY1<br>HD Camera: $1,800.00; QTY 3<br>Lavalier Lapel Microphone: $300.00 ; QTY 4<br>Interactive D |
| **Food** | $0 | N/A |
| **Services** | $0 | N/A |
| **Software** | $1,500 | Camtasia: $200.00; QTY 6<br>Protools: $300.00; QTY 1 |
| **Supplies** | $9,430 | Popfilters: $40; QTY 6<br> MicroSD Cards 256GB: $35; QTY 6<br> Vinyl Fabric Backdrops: $100; QTY 3<br> Batteries: $60; QTY 10<br> Soundproof Partitions: $900; QTY 3<br> Acoustic Foam Panels: $200; QTY 10<br> Thunderbolt Smart Docks: $400; QTY 4<br> Mice and Keyboards: |
| **Transportation** | $0 | N/A |
| **Travel** | $0 | N/A |
| **Other** | $1,200 | Chairs: $400; QTY 3 |

## S3: BUDGET NARRATIVES AND TOTAL COST OF OWNERSHIP (TCO)

The total cost for supplies and services requested is $98,600, which will be ordered through approved vendors as soon as a budget is provided. Total cost of ownership would apply to the computers being purchased and would add up to $400 cumulatively, which is factored into the forecasted cost of purchasing new computers. Once the items are received, they will be installed and stored within the Innovation Studios in the LLC. Most of the equipment for podcasting and video recording will be installed within the Innovation Studio, and any equipment intended for checkout will be kept within dedicated storage in the Innovation Studios. Students will need to contact Distance Education before using the check-out equipment.

Computers will follow the Chaffey renewal lifespan of 3 years, with supporting essentials like batteries, ring lights, and microphones being replaced as needed. Equipment for checkout and studio essentials will have an expected lifespan of one to three years

depending on usage. Stationary items like furniture, backdrops, greenscreens, and foam panels will have an indefinite lifespan as long as they are routinely maintained. Paid software will need to be renewed on an annual basis, although agreements may be made between Chaffey and software providers to extend those agreements.

## SECTION 4: ALIGNMENT WITH BOARD PARAMETERS

### S4: GREATEST IMPACT

Distance Education currently serves Chaffey students across all campuses, disciplines, and course modalities. With the expansion of the Innovation Studios, these services will reach even further by providing creative, technology-rich spaces for students, faculty, and the broader campus community to engage in multimedia learning and production. This initiative prioritizes historically underserved students, including first-generation, Latine, ESL learners, and those experiencing basic needs insecurity, who often lack personal access to multimedia technology. By removing cost barriers to professional equipment and software, we create equitable pathways for students ranging from journalism (The Breeze) and STEM programs to build industry-level digital media competencies that enhance coursework, portfolios, and career preparation. This effort supports a more inclusive and future-ready learning environment where every student can participate in digital communication and innovation.

### S4: EQUITY FOCUS

There are many dimensions to the equity impact this project could have at Chaffey. Access to multimedia recording equipment and editing software is costly to underserved students, particularly first-generation and low-income students. Distance Education will leverage the requested equipment and software to offer workshops for tailored needs and outcomes, and free skill-development micro-learning opportunities on using digital tools. Equipment check-outs will support and elevate an online student's ability to complete assignments, and free accessible software will be provided with attached resources and guides. Distance Education will leverage this project to enhance the communication and delivery of services in student services groups like DPS, Umoja, Puente, PRISM, EOPS, and more.

### S4: RESOURCE ENHANCEMENT

Distance Education's current multimedia support is limited to a single DEI Hub studio that requires manual setup for each project. This model is inefficient, creates service bottlenecks, and restricts student access to essential digital creation tools. While the new Library Learning Commons (LLC) includes dedicated Innovation Studio spaces, they currently lack the technology and equipment needed to be fully operational. This project will enhance and expand existing services by equipping the Innovation Studios with high-quality audio and video production systems, user-friendly editing software, and modular technology setups. It will also strengthen the equipment checkout program by expanding the available inventory of cameras, microphones,

lighting kits, and accessories, ensuring that students who cannot access the studios in-person still have equitable opportunities to create, learn, and produce multimedia projects independently.

By fully equipping the Innovation Studios and expanding portable resources, Distance Education will provide all students, particularly those from first-generation and low-income backgrounds, with equitable access to advanced media tools and resources. This investment will empower faculty across disciplines to integrate project-based multimedia assignments that foster digital fluency, creativity, and workforce readiness.

### S4: COMPLETION OUTCOMES

With the expansion of services and equipment upgrades, we will increase our capacity to host students completing assignments and facilitate support. Various courses across disciplines (from COMSTD-6: Fundamentals of Small Group Communication to ID-21: Space Planning) list video projects as a summative assessment in their COR. With the exception of visual and performing arts courses, the courses administering these assessments do not have dedicated resources to support students completing multimedia projects.

This expansion and upgrade will account for the lack of resources and provide support for first-generation and low-income students who are disproportionately affected by technology gaps that negatively impact completion outcomes.

### S4: TRANSFER OR EMPLOYMENT OUTCOMES

Students utilizing the Innovation Studio services will engage in learning opportunities aligned with Chaffey's employability skill outcomes. Students will track progress towards digital fluency through developing skills using recording equipment, editing software techniques, and project completion. Innovative initiatives promote Chaffey's commitment to student success in addition to supporting their social mobility.

The Digital Learning Apprenticeships will offer students opportunities to gain expertise in professional digital media instruction and production support. Student assistants will be able to direct students on appropriate use of equipment, facilitate safe learning environments, and assist other daily operations. Student assistants will gain access to specialized software to produce multimedia projects that support online learning and digital literacy resources. Student assistants will develop a stronger ability to assist a diverse student population.

### S4: EXPLAIN FEASIBILITY

The DEI Hub has built this proposal on a strong foundation to ensure feasibility. We have toured the LLC and researched how other colleges have approached Innovation Studios in Southern California. Building on this research, we've collaborated as an interdisciplinary team of staff, faculty, manager, and student workers to evaluate the needs of this new space from multiple dimensions. This work has informed much of what we'd like to purchase and how we envision scaling. Additionally, the DEI Hub has currently established workflows, policies, and procedures for reservations and equipment check-outs with increasing utilization rates, which positions us for more students to use this space. Combining this all together, we are confident in our ability to

navigate a new building and any challenges, seen or unseen, that may arise from this expansion of services.

## SECTION 5: EVALUATION

### S5: EVALUATION PLAN

Surveys and data tracking will be used to evaluate student skill development, project completion, and overall satisfaction. Evaluation metrics will include utilization rates of studios and equipment checkouts, participation levels among underrepresented student groups, and workshop attendance. Additionally, baseline information on students' prior skills, knowledge, and access to technology will be collected to measure growth and equity of impact.

### S5: MEASURABLE OUTCOMES

Success will be determined by the utilization of the Innovation Studios, measured through reservations, DE-initiated projects, and collaborations with other campus areas. Surveys and data tracking will complement these measures by capturing students' experiences and assessing their ability to complete projects using these resources. Survey instruments will collect baseline data on students' prior skills, knowledge, and access to equipment and software before using the services. Post-reservation surveys will then evaluate the quality of support received, identify additional needs or service gaps, and measure satisfaction and likelihood of returning or recommending the service. DE-initiated projects will document student participation and engagement. Collaborations with academic and student service areas will provide valuable feedback on the effectiveness of the Innovation Studios in supporting coursework objectives and initiatives. Retention data will also be analyzed to assess the ongoing impact of these resources on student persistence, completion, and engagement.

Ensuring Digital Equity & Innovation
# LLC Innovation Studios

## Snapshot of DEI Hub Services 2022 - 2025

## Digital Equity and Innovation

Projects supported in our space or with our equipment check-outs: podcasting, professional headshots, audition taping, video presentations, club photos, social media campaigns, and more.
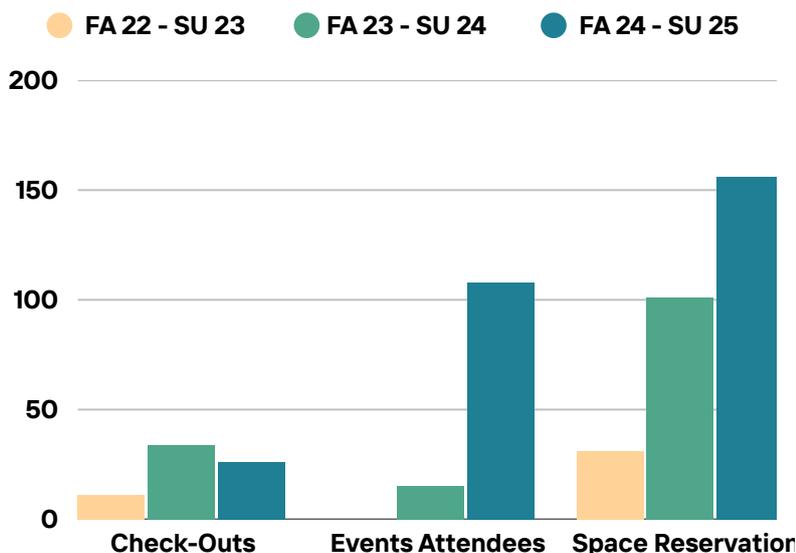
## Across Disciplines and Departments

The services have hosted and supported students from: the Breeze, Dental Assisting program, Student Government, Public Health program, student clubs, and other ACC areas.

## Yearly Growth & Scalability

### DEI Hub Summary

- FA 22 - SU 23
- FA 23 - SU 24
- FA 24 - SU 25

## Current Limitations

The DEI Hub has the following items to carry out services:

- **Space Equipment**: Canon camera, Yeti microphone, background set-ups, studio lights, eGlass lightboard, tripods, ring light
- **Accessories Checkouts**: Phone rigs, ring light, tripods

We are unable to provide:

- Seamless, intuitive, integrated technology experience
- Pre-established set-ups
- Extended multimedia support
- Full recording equipment checkouts
- Enough technology to support two large innovation studios

## Unmet Needs

Students are seeking opportunities to:

- ☐ Check-out camera devices for optimal video, audio, photo recording
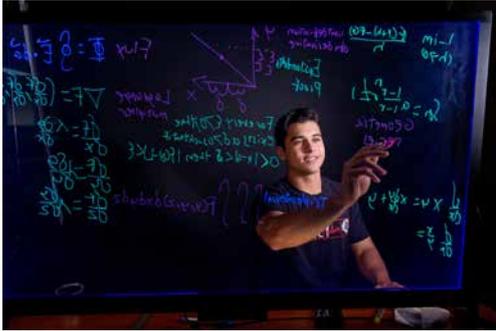- ☐ High quality, user-friendly studio recording experiences

> "I am very grateful that I was able to participate and learn these essential skills to help me success in my online class"
> — Judith T., Culinary Arts Major

# Elevated Student Experience

## Studio Reservations



The innovation studios will accommodate set-up to facilitate: instruction, podcasting, video recording, e-Glass Learning lightboard demonstrations and photo studio services.

- Engage in a self-paced orientation module (one-time) prior to reservations to ensure understanding of appropriate use of services and best practices.
- Access resource guides and library of information curated to complete various projects
- Have stand-by support from DE Staff and student apprentices for technical troubleshooting
- Utilize seamless integrated technology for explorative, creative projects
- Transfer project files on their own devices, personal storages
- Reflect and complete surveys evaluating service and experience

### Audio Recording

- 3-person podcasting table with studio mics and headsets
- Dual-cam view video podcasting capacity
- Audio Sound Mixing board

### Video Recording

- Multiple colored backdrops
- Live recording feed on interactive display panel
- Studio lighting

### Editing

Dedicated editing room for post-production tasks. Additional features for additional audio, video recording.

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On a weekly basis student from various departments and areas seek for proper, high-quality, equipment check-outs. An increase of available equipment leads to an **increase in capacity to support projects** and **serve a greater number of students**.

- Camcorders
- Still Digital Cameras
- Lapel Lavalier Microphones
- Tripods and Phone Rigs
- Lighting accessories
- Portable backdrops

## Equipment Check-Outs



> **"I would recommend others to check out the DEI Hub"**
> —Chaffey Student

# High-Impact Learning

## Expanded Student Programming



Distance Education has facilitated equitable learning opportunities for students to increase their digital literacy and technological navigation skillsets. To further expand student opportunities, DE will launch a workshop series, topics covering:

- Introduction to editing software and multimedia creation
- Getting started with podcasting
- Exploration of delivering engaging content

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Four courses, selected across disciplines, will require students to complete their project-based coursework using the Innovation Studios. Students from these courses will have **dedicated** time to access the space and equipment to complete their assignments.

## ACC Department Collaborations

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## Peer Education



**Digital Learning Apprentices** will be available for walk-in support for student multi-media needs and assist in maintaining studio operations.

Apprentices will gain experiences in the following:

- Training on creating multimedia projects and facilitating learning
- Working with diverse student populations supporting various needs
- Assist in various DE initiatives serving digital equity and innovation for online teaching and learning

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Distance Education will introduce services and opportunities to student life to further extracurricular opportunities. Students from these areas can:

- Host skill-development workshops
- Record social media campaigns
- Produce engaging content
- Facilitate innovative collaborations with other student life partnerships

## Student Life Collaborations

> **"This is an amazing resource, and we are grateful to have you guys here!"**
> — Chaffey Student

# Considerations

## Doesn't Chaffey currently offer camera equipment check-outs?

- Visual and Performing Art (VPA) digital equipment are **restricted access** to students enrolled in specified VPA courses.
- Library camcorders (purchased prior to 2019) have limitations in functionality and **does not meet** student's technical needs.
- IT Equipment checkouts are only available to Faculty and Staff

Students are seeking access to an **elevated** recording experience with **dedicated** technical support.

## Are all equipment, supplies, and furniture identified by Chaffey approved vendors?

Yes, all equipment and furniture have been identified using the following Chaffey approved vendors:

- B&H Photo Video Audio
- KI Furniture Solutions

The DEI Hub has sourced previous equipment and furniture from these vendors previously.

All requested technology will be selected and purchased through appropriate Chaffey IT protocols, technology standards and accounting for the 20% TCO in the budget cost.

## What is the success of your equipment check-outs?

We have had successful equipment check-outs and all items have been returned. Students held accountable to return items aligned with the library policies and procedures.

## Where else has innovation studios been practiced?

We modeled equipment and space layouts after:

- SDSU Digital Humanities Center
- CSULB iSpace
- Lemoore College Hope Studio (M.Scott Funded)

## Majority of the budget overview is towards student wages, have you considered Federal Work Study (FWS) student employment?

Yes, we currently have Help Desk FWS student workers that assist with our day-to-day operations. However, there are limitations as FWS eligibility are contingent upon external factors that does not guarantee sustained employment. Additionally, with wage increases and reduced awards amounts, FWS students have a reduced number of hours they can work per week in a given semester.

A dedicated funding for student employment allows DE to provide job security, intentional, high-quality professional development opportunities, and a robust work experience for students.

# Distance Education

Adriana Arce, Director
Ryan Hitch, DE Coordinator
Rhiannon Lares, Instructional Technologist
Anam Farooqui, DE Support Assistant
Madeline Glenn, Administrative Assistant II

| Item | Price | Qty | Cost | Category | | Total Cost | $ | 98,600.00 |
|---|---|---|---|---|---|---|---|---|
| **Podcasting** | | | | | | | | |
| Podcasting Table | $ 6,000.00 | 1 | $ 6,000.00 | Equipment | | Services | $ | - |
| Popfilters | $ 40.00 | 6 | $ 240.00 | Supplies | | Food | $ | - |
| Monitor | $ 200.00 | 1 | $ 200.00 | Equipment | | Equipment | $ | 36,470.00 |
| Computers | $ 2,000.00 | 2 | $ 4,000.00 | Equipment | | Software | $ | 1,500.00 |
| Podcast Recording Set | $ 4,000.00 | 1 | $ 4,000.00 | Equipment | | Supplies | $ | 9,430.00 |
| Camtasia | $ 200.00 | 6 | $ 1,200.00 | Software | | Travel | $ | - |
| Protools | $ 300.00 | 1 | $ 300.00 | Software | | Other Needs | $ | 1,200.00 |
| Chairs | $ 400.00 | 3 | $ 1,200.00 | Other Needs | | Personnel | $ | 50,000.00 |
| MicroSD Cards256 | $ 35.00 | 6 | $ 210.00 | Supplies | | | | |
| | | | | | | All Items can be purchased through Chaffey Approved Vendors | | |
| **Video Recording** | | | | | | | | |
| Blackmagic Atem Mini Pro | $ 330.00 | 1 | $ 330.00 | Equipment | | Chaffey IT Technology Standards | | |
| HD Camera | $ 1,800.00 | 3 | $ 5,400.00 | Equipment | | B&H Video Photo Audio | | |
| Lavalier Lapel Microphone | $ 300.00 | 4 | $ 1,200.00 | Equipment | | KI Furniture Solutions | | |
| Vinyl Fabric backdrops | $ 100.00 | 3 | $ 300.00 | Supplies | | | | |
| **Other Innovation Studio Essentials** | | | | | | | | |
| Batteries | $ 60.00 | 10 | $ 600.00 | Supplies | | | | |
| Interactive Displays | $ 4,000.00 | 1 | $ 4,000.00 | Equipment | | | | |
| Display Mounts/Mobiles stands | $ 600.00 | 1 | $ 600.00 | Equipment | | | | |
| Soundproof Partitions | $ 900.00 | 3 | $ 2,700.00 | Supplies | | | | |
| Acoustic Foam Panels | $ 200.00 | 10 | $ 2,000.00 | Supplies | | | | |
| Thunderbolt Smart Dock | $ 400.00 | 4 | $ 1,600.00 | Supplies | | | | |
| Student Internships | $ 12,500.00 | 4 | $ 50,000.00 | Personel | | | | |
| Mice and keyboards | $ 90.00 | 3 | $ 270.00 | Supplies | | | | |
| Cables adapters, extensions | $ 20.00 | 20 | $ 400.00 | Supplies | | | | |
| **Equipment Check Out** | | | | | | | | |
| Vlog Cameras | $ 500.00 | 3 | $ 1,500.00 | Equipment | | | | |
| 4k Camcorder | $ 1,000.00 | 2 | $ 2,000.00 | Equipment | | | | |
| Lavalier Mics extras | $ 55.00 | 2 | $ 110.00 | Supplies | | | | |
| Digital Still Camera | $ 1,000.00 | 5 | $ 5,000.00 | Equipment | | | | |
| Lavalier Recorder Mic Kit | $ 300.00 | 5 | $ 1,500.00 | Equipment | | | | |
| Portable Backdrops | $ 160.00 | 3 | $ 480.00 | Equipment | | | | |
| Ring Lights | $ 130.00 | 2 | $ 260.00 | Equipment | | | | |
| Camera Cases | $ 100.00 | 10 | $ 1,000.00 | Supplies | | | | |