Instructional Technology Request Form

Instructional Technology Form Directions

The Instructional Technologies Task Force (ITTF) will receive and review recommendations from faculty about web applications, desktop software and hardware technology that directly support learning / teaching. The form is necessary to ensure non-campus standard hardware / software is compatible with district standards, existing equipment, as well as the campus learning management system. The Instructional Technologies Task Force will make recommendations to the Technology Committee to develop campus standards and implementation timelines of requested web applications, desktop software and hardware.

About This Form

This form was created to establish a standard process for the acquisition of non-campus standard hardware and software. It will improve communication to all constituents impacted by this acquisition. This form can be linked to your program review process and serve as a recommendation.

When Do I Need to Complete This Form?

This form is to be completed **ANYTIME** a faculty member is interested in using or acquiring any non-campus standard instructional technology web applications, desktop software and hardware. It needs to be completed prior to any agreement to terms of service, purchase order, donation, or grant submission!

Who Should I Call If I Have Questions?

Any questions about the form or the process should be directed to the Technology Committee.

How Do I Submit the Form?

You can download the fillable form, complete the faculty page (page 2) and then submit it as a ticket to information technology using the campus ticket system in mycuesta. You may review pages 3 & 4 for reference on what IT and the ITTF will be using to review and make recommendations, which might help you complete the faculty page.

What Happens After I Submit the Form?

The Technology Committee will forward the request to IT and the Instructional Technologies Task Force. They will review the form, provide additional information regarding the acquisition, and make notes about the compatibility on campus as well as ADA/508, and legal compliance. The committee will decide if the request is approved or not and communicate the decision back to the requestor.

Helpful Hints When Completing the Form

- Complete the contact information section so that the committee has someone to contact with any questions.
- Provide as much information as possible in the description so the IT Department and Instructional Technologies Task Force can locate the proper web applications, desktop software and hardware being requested and request a demo.
- If you are requesting a new non-campus standard web application or desktop software to the district and need assistance in selecting the best product or vendor to meet your needs, involve the Instructional Technologies Task Force in your decision-making process.
- The Impact of Student Learning and Staff Development sections are critical components of this form. Be sure to provide good, sufficient rationale.
- ADA / 508 Compliance is critical, even if the hardware or software is not fully compatible, please identify what you can do to ensure accommodations are made.

Instructional Technology Request Form

Faculty Contact Information – to be completed by the requesting faculty member.

Name: _____ **Date of Request**: _____

Department: _____ **Additional Requestor(s)**_____

When would you like to start using technology: □ Fall 20_____   □ Spring 20_____   □ Summer 20____

INSTRUCTIONAL TECHNOLOGY INFORMATION

Type and Quantity: □ Web Application _____   □ Desktop Application _____   □ Hardware _____

Description (Brand, Model #, Version etc. Describe the hardware or software; provide website or other information)**:**

_____

_____

Where will it be used?   □ Individual Classroom □ Online   □ Faculty Use

IMPACT ON STUDENT LEARNING

How does this hardware/software fit into the district-approved curriculum?

_____

_____

How will this hardware or software be used to improve student learning?

_____

_____

Please explain how the hardware or software meets 508 and WCAG 2.0 Compliance or report any accessibility

concerns and how you will make accommodations?

_____

_____

How will you assess that this tool has impacted student learning?

_____

_____

Administrator's Approval (Dean or Director): _____ Date: _____

Forward your form to the Technology Committee to be completed by
Information Technology and reviewed by the Instructional Technologies Task Force.

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INFORMATION TECHNOLOGY USE ONLY

DISTRICT INFORMATION

Location(s) to be installed (building#, room #, workstation #, LMS)

_____

Installation Cost(s) _____

Budget: □ District □ Building □ Other _____(Specify- Donation, Grant, etc.)

Identify any continuing hardware costs (replacement cost, bulbs, etc.)

_____

# of licenses needed: _____

License options available:

    □ Single $ _____   □ Lab Pack (Qty.: ____) $ _____   □ Site (Qty: ____) $ _____

Type of License:

    □ New to the district   □ Upgrade of an existing license   □ Additional licenses of existing software

VENDOR INFORMATION

Vendor Quote#: _____ (please attach quote)   Name of Vendor:_____

Contact: _____   Phone: _____   Website: _____

Address: _____

IT Comments / Notes:

_____

_____

_____

IT Approval: _____ Date: _____

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FACULTY / STAFF DEVELOPMENT

● What training is needed to implement this hardware/software?

_____

● When & how will training be accomplished?

_____

● Is training available from the vendor? □ yes □ no   Associated cost?

_____

Additional Comments:

_____

_____

_____

ADA - 508 / WCAG 2.0 Compliant: □ yes □ no

Comments / Recommendations / Accommodations Necessary:

_____

_____

_____

Student Privacy / FERPA Compliant: Compliant: □ yes □ no

Comments / Recommendations

_____

_____

_____

Legal Compliance: □ yes □ no

Comments / Recommendations

_____

_____

_____

Instructional Technologies Task Force Approval: _____ Date: _____

Technology Committee Approval: _____ Date:_____