

Technology Acquisition and Discontinuation Policy

Decision Tree For EdTech Renewal:

1. Is the EdTech tool up for renewal?
 - a. No:
 - i. Discuss concerns that would lead to discontinuation with DE Committee Chairs and their committee members.
 - ii. Agendize the tool for DE Committee Chair meeting and vote as to whether or not to renew when renewal is due.
 - iii. Follow the acquisition process.
 - b. Yes:
 - i. Is the EdTech tool paid for through the DE Budget?
 1. Yes, paid for through DE Budget
 - a. Discuss with DE Committee Chairs and their committee members if the tool should be renewed.
Provide Chairs with the following information for discussion:
 - i. Data Usage - i.e. number of faculty, students, courses, disciplines
 - ii. Does it address a specific need for specific disciplines
 - iii. Is there a comparable tool with similar features currently licensed by the district?
 - iv. District Distance Education Recommendation of EdTech's ability to support federal, state, and accreditation regulations as well as district goals that include assessments from the Instructional Designer, Accessible Technology and Media Coordinator, Distance Education Support Specialist, Analyst Programmer, and Dean
 - b. Agendize and vote on whether or not to renew during DE Committee Chair meeting:
 - i. Yes → DE Renews tool
 - ii. No → DEC Chairs inform Senate and/or FA if necessary. DE and Chairs collaborate on a message to faculty.
 2. No, the tool is not paid for through the DE budget
 - a. Is the existing funding source available?

i. Yes

1. Discuss with DE Committee Chairs and their committee members if the tool should be renewed. Provide Chairs with the following information for discussion:
 - a. Data Usage - i.e. number of faculty, students, courses, disciplines
 - b. Does it address a specific need for specific disciplines
 - c. Is there a comparable tool with similar features currently licensed by the district?
 - d. District Distance Education Recommendation of EdTech's ability to support federal, state, and accreditation regulations as well as district goals that include assessments from the Instructional Designer, Accessible Technology and Media Coordinator, Distance Education Support Specialist, Analyst Programmer, and Dean
2. Agendize and vote on whether or not to renew during DE Committee Chair meeting:
 - a. Yes → DE Renews tool
 - b. No → DEC Chairs inform Senate and/or FA if necessary. DE and Chairs collaborate on a message to faculty.

ii. No

1. Is there another funding source - e.g. college or grant source? [discuss with VC of EdServices and VPAAAs]
 - a. Yes
 - i. Discuss with DE Committee Chairs and their committee members if the tool should be renewed. Provide Chairs with the following information for discussion:
 - Data Usage - i.e. number of faculty, students, courses, disciplines
 - Does it address a specific need for specific disciplines
 - Is there a comparable tool with similar features currently licensed by the district?
 - District Distance Education Recommendation of EdTech's ability to support federal, state, and accreditation

regulations as well as district goals that include assessments from the Instructional Designer, Accessible Technology and Media Coordinator, Distance Education Support Specialist, Analyst Programmer, and Dean

- ii. Agendize and vote on whether or not to renew during DE Committee Chair meeting:
 - Yes → DE Renews tool
 - No → DEC Chairs inform Senate and/or FA if necessary. DE and Chairs collaborate on a message to faculty
- b. No
 - i. DE informs DE Committee Chairs of non-renewal resulting from a lack of funding.
 - ii. DEC Chairs inform Senate and/or FA if necessary
 - iii. DE collaborates with DEC Chairs on message to faculty