

**Eastern Florida State College
ETAC Approval Request Form**

When considering the adoption of software or learning platform that you are currently using **or** has not previously been reviewed and approved by ETAC, faculty should use the following criteria to evaluate the requested program before submitting to ETAC for adoption.

DEADLINES ARE AS FOLLOWS AND ARE STRICTLY ADHERED TO:

FALL TERM - MAY 1ST

SUMMER TERM - FEBRUARY 1ST

SPRING TERM - OCTOBER 1ST

CATEGORY	CRITERIA	COMMENTS
Electronic Materials Websites Videos Hyperlinks	<p>Fill out the Software/Learning Platform Selection Guidelines Request below in its entirety and keep on file for your records.</p> <p>A statement from SAIL will be provided to the faculty that should be included in the Syllabus regarding the use of any electronic materials/websites/videos or hyperlinks, as follows:</p> <p>“It is my goal that this class be an accessible and welcoming experience for all students, including those with disabilities that may impact learning in this class. If anyone believes the design of this course poses barriers to effectively participating and/or demonstrating learning in this course, please meet with me to discuss reasonable options or adjustments. During our discussion, I may suggest the possibility/necessity of your contacting <i>EFSC’s disability/accessibility services department (SAIL)</i> to talk about reasonable academic accommodations. You are welcome to talk to me at any point in the semester about course design concerns, but it is always best if we can talk at least one week prior to the need for any modifications. The instructional media and materials for this class are designed to be accessible to all students. Students who are having difficulty accessing them should contact the faculty member. “</p>	<p>Requests for this category do not need to go through the ETAC Committee. SAIL Statement shows there is a policy and procedure in place in case of student need and are handled on an individual basis.</p>
Software AND Learning Platforms	<p>Fill out ETAC Approval Request Form in its entirety. MAKE SURE YOU GET THE VPAT INFORMATION FROM THE PUBLISHER. THIS IS REQUIRED AND THE PUBLISHER KNOWS IT. Please send completed forms to Michelle Richard, ETAC Co-Chair, at richardm@easternflorida.edu.</p>	<p>The ETAC Committee will forward only fully completed forms to both SAIL and IT. Once approved/disapproved by both Departments, ETAC will sign, scan</p>

		for ETAC folder and original returned to faculty for their records.
Approved List	<p>Software/Learning Platforms that are currently in use should be on the college's approved list.</p> <p>Please click the URL below to see the college's approved list:</p> <p>http://inside2.easternflorida.edu/dept/info-tech/Pages/approved-on-campus-software.aspx</p>	<p>Software on the approved list do not need to go through ETAC.</p> <p>If your Software/Learning Platform is on the approved list, but needs to be integrated as an LTI in CANVAS, you will need to go through the ETAC Process.</p>

Vendor/Publisher Information: (Faculty please fill out)

Vendor/Publisher Name: _____ Phone Number: _____

Vendor/Publisher Address: _____

Software/Learning Platform Requested: _____ **VPAT INFORMATION** _____

Configuration Type: (manual/URL/PasteXML) _____

Name of Tool: _____

Consumer Key: _____

Shared Secret: _____

Launch URL: _____

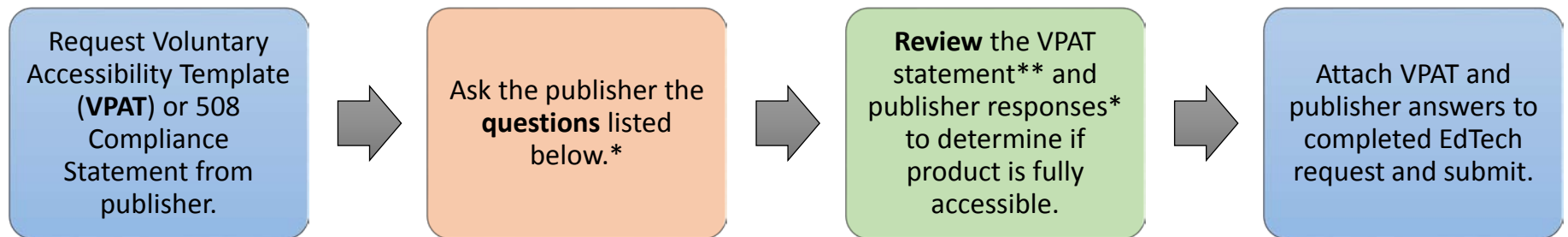
Domain: _____

Privacy (anonymous/e-mail only/name only/public): _____

License #: _____

Accessibility Section

Eastern Florida State College (EFSC) is committed to ensuring that information and technology provided through the College is accessible in accordance with applicable law (including Section 504 and 508 of the Rehabilitation Act and Americans with Disabilities Act). In addition, EFSC requires that all web based content adhere to WCAG 2.0 level AA. Consequently, EFSC requires that all technology be reviewed to determine if these accessibility standards are in place prior to purchase and use.



*Accessibility Questions for publisher:

1. Are all interfaces of your product *fully* compliant with Section 508 and/or WCAG 2.0 AA?
2. Has your product been subject to an accessibility conformance testing process?
3. Are accessibility features considered a functional requirement of your product?

Please check:

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of these questions is "No", you may want to consider a different product.

**Review the VPAT:

How many subcategories are – supported?	supported, with exceptions?	not supported?	TOTAL
_____	_____	_____	_____

This information will be used to determine to what percentage the product adheres to applicable accessibility criteria, as set forth in the VPAT.
Products meeting 95% or more of the accessibility criteria are considered fully accessible.

If the publisher does not have a VPAT available and/or the product is found to not be fully accessible, a different product should be considered. In the rare event that no product which meets the need is fully accessible, then an Accessibility Exception Request Form must be completed and submitted with an Alternate Accessibility Plan.

If you have any questions or require support while evaluating the accessibility of the product you are requesting, please contact:

Jessica Dillow, College-wide Accessible Technology Specialist, dillowj@easternflorida.edu, ext. 5939

Information Technologies Criteria: (Check all that apply).

- Software/learning platform requires installation on the EFSC computers.
- Software/learning platform site requires the use of a specific internet browser and version.
- Software/learning platform requires EFSC to provide student and faculty technical support.
- If the answer is yes to any of the criteria, listed above, a vendor representative must schedule a meeting with appropriate information technologies staff members. A written report of this meeting and the recommendation from Information Technologies must be obtained.
- Software/learning platform requires administrative privileges for the end user to function properly.
- Software/learning platform requires a college employee to assume administrator responsibilities of the software/learning platform.
- Semester that software is needed: _____

Faculty Signature: _____

Faculty Printed Name: _____

Approval Section				
Department	Printed Name/Signature	Yes	No	Comments
SAIL				
IT				

Educational Technology Advisory Committee Approval

ETAC Chair _____

Printed Name: _____

ETAC Recommendation: Approved

Not Approved

Comments/
Contingent Upon:

Processing

After approval is obtained, the ETAC Committee will send a call ticket to IT Support to have the software installed.

ETAC Chair:

Date: