Commons Eligibility Criteria

The goal of the EdTech Commons is to provide information to Washington Community and Technical College System faculty and staff about Educational Technology resources available to campuses.

This document outlines the criteria for services and systems to be included in the EdTech Commons. Being included in the EdTech Commons means a product has a publicly viewable Product Card, and eventually, additional information available to college staff and faculty.

Definition of Educational Technology

Educational technology refers to tools, resources, and curricular and pedagogical practices focused on teaching and learning activities. Examples include library databases, learning management systems and instructional design practices that leverage these tools.

Initial Launch Content (Phase 1)

Product cards for the initial launch will include EdTech resources for which the SBCTC has a system negotiated contract or is the service developer. These products must also meet the following criteria:
- A minimum of a vendor-provided VPAT must be available and can be publicly posted. The VPAT should be at least version 2.3 and completed within the last 18 months. A VPAT completed by a third party accessibility consultant (e.g. Deque, Level Access) is preferred.

Post-Launch Content (Phase 2)

Content can be added to the Commons once the initial launch is complete.

Recommendation Process

The following processes will result in tools that are automatically recommended for addition:
- New system-procured or system-adopted tools, where SBCTC manages a procurement process and holds the master agreement(s).
- Tools procured by individual colleges which include WIPHE language as part of the contract with the vendor. Information will be gathered from the state WIPHE site, and from councils and commissions as described below.

SBCTC will provide a list of such tools to ETAG, which will then hold an advisory vote on the inclusion of the tool or service.

Tools and services can also be recommended by ETAG's supporting councils, ELC and LLC:

- These tools should be listed in the ELC Tools and Practices Inventory, and/or
- A prioritized list of tools can be recommended to ETAG by a vote of those councils, if accompanied by a business/use case or other justification.

Representatives of those councils will submit the list to the Commons site (form TBA) with required information, who will request further details if necessary.

Requirements

Either before or once a recommendation has been approved, the products must meet the following criteria.

Accessibility documentation minimum requirements must be met, either by:
- A VPAT using VPAT version 2.3 or later. The document must be completed in the last 18 months or after the most recent product release, whichever is most recent. The VPAT must be either:
  - Completed by a third-party accessibility consultant (e.g. Deque, Level Access, OCAD) and reviewed for quality by an internal CATO-approved process, or
  - Reviewed and approved by an internal SBCTC/CATO-approved process for assessing VPAT thoroughness.
- IMS Accessibility Certification, or
- Documented testing by a SBCTC/CATO-approved accessibility testing process, such as a certified Trusted Tester within the WA SBCTC system.

Data Privacy documentation must be met, either by
- A rating from the IMS Data Privacy Certification, or
- A HECVAT evaluated by a WA SBCTC college or SBCTC.

The vendor must provide pricing offered to system contracts.

Ongoing Content Additions (Phase 3)

In addition to the above (Phase 2, Post-launch Content) methods, vendors can request inclusion in the EdTech Commons.

Process

The vendor contacts SBCTC to request addition. SBCTC requests the required documents from the vendor, per the requirements for inclusion. Once the vendor provides appropriate documentation, the request is referred to the supporting Councils (ELC, LLC) for review and advice. ETAG discusses and then votes on inclusion of the service or tool.

Requirements

No additional requirements beyond those detailed in Phase 2.

Glossary

System procured and adopted tools

These include tools such as Canvas, Panopto, and Blackboard Ally, and will be included in the Commons. These tools will have contracts available for use by colleges. In some cases (such as Canvas) these contracts will be centrally managed by SBCTC; in others, colleges will be required to enter into separate agreements with the supplier.

This category includes future system tools and services requested by Committees, Councils and Commissions, SBCTC, and ETAG. The RFPs leading to these procurements are approved and conducted by ETAG and SBCTC.

WIPHE Contract Tools

Tools and services that have been procured by colleges using direct buy mechanisms such as WIPHE contracts. These products are eligible for purchase directly without open and competitive procurement. Examples: Atomic Search.

Council-recommended Tools

Tools and services owned by Colleges and **submitted for consideration to the Commons through councils, to ETAG**. Our intention is to create a growing repository and representation of information about tools used across the system and to provide user experience and procurement support information for colleges considering purchasing those products. Examples: Respondus, EvalKit.

Vendor-submitted tools

Suppliers who approach ETAG or SBCTC with requests for inclusion in the Commons may be eligible if:
- Their products are currently in use by multiple colleges in the system;
- They express willingness to consider system-level discounting for new clients;
- They are willing to support safe and equitable procurement by submitting documentation for accessibility, privacy and security, and the interoperability of their tool with other system tools, such as Canvas.

Information in Commons

The Commons will add relevant information for these tools as available, including but not limited to IMS or HECVAT certifications, current third-party VPATs and any accessibility testing results, data use and ownership policies of the suppliers, and reviews and evaluations from users.

Accessibility information will have both public and restricted-access components. Regardless, the information will include a clear disclaimer that information provided is limited to what we know at the time. Public information will include the vendor VPAT, and a statement about what information we have. Restricted information may include Accessibility Compliance Tool (ACT) content, local Trusted Tester notes, college experiences, and name of vendor accessibility contact. etc.