Educational Technology Selection Criteria

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Objectives

The purpose of these procedures are to outline the considerations for the selection of Educational Technology (ET) as per Policy 5900 - Educational Technology and associated Procedures.

Who This Procedure Applies To

All evaluators and decision makers of BCIT's Educational Technology.

Considerations for the Selection of Educational Technology

The ET selection criteria in this procedure have been adapted from the S.E.C.T.I.O.N.S. model developed by Dr. Tony Bates, Online Learning and Distance Education, January 2015:

Students
- The primary consideration in all we do.

Ease of use
- Critical for students and important for faculty.

Cost
- Fiscal responsibility is an essential institutional consideration.

Teaching
- Functionality is sufficient for users to achieve their objectives and to expand use.

Integration
- Transparent and secured access and data flow between systems.

Organizational
- Institutional needs that influence choice and use of ET, and how ET influence practice.

Network
- Limitations of user and ET server infrastructure balanced against the needs of high bandwidth and memory-intensive ET.

Security
- Protection of user data and infrastructure integrity.

Stage 1 – Research

Shortlisting of potential ET will be based on:

- Privacy and information security risk assessment and mitigation options.
- How educational needs may be adapted to enable the use of the ET.
- Integration standards for alignment with other BCIT systems, such as Banner and the Learning Hub.
- Security of BCIT systems for integrated or in-house hosted solutions.
- Flexibility of the ET's configuration options.
- Ease of use for each of the different roles in the system.
- Currency of the programming code.
- Scope of user support requirements.
- Vendor support resources.
- Vendor development path for the ET.
- Licensing and Terms of Use alignment with BCIT policy.
- Licensing costs.

Steps:

1. Establish the evaluation criteria by referring to Stage 1 – Research of Procedure 5900-PR1 – Educational Technology Selection and Implementation Procedures.

Stage 2 – Prototype

Steps:

1. Consider stakeholder feedback as to the:
   - Functionality.
   - Ease of use.
   - Benefits to learning.
   - Scope of support requirements.
   - Scope of training requirements for faculty and students.
2. Consider any changes to the model of use that would improve the learning experience.
3. Consider if the feedback:
   - Supports a student pilot of the technology.
   - Indicates a different model of use should be piloted.
   - Indicates a different technology should be considered.

Stage 3 – Pilot

Steps:

1. Review student feedback as to the:
   - Functionality.
   - Ease of use.
   - Benefits to learning.
   - Scope of support requirements.
   - Scope of training requirements for faculty and students.
2. Consider any changes to the model of use, activities, or technology configuration that would improve the learning experience.
3. Which, if either, of the following does the pilot feedback support:
   - Ongoing use as an ad hoc ET.
   - Institutional use.
4. Report outcomes of testing and recommendations to ETLDC.

Stage 4 – Decision-making

ETLDC will consider implementation of the technology for use and support at an institutional level based on:

- Benefits to teaching and learning in general.
- Overlap or complementary features to enhance the use of existing supported ET.
- Potential for use across BCIT.
- Privacy risk mitigation options.
- Cyber security compliance and integration with other BCIT systems.
- Flexibility in the models of use afforded by the ET.
- Alignment with BCIT's strategic initiatives.
- Costs of licensing and ongoing vendor support.
- Scope of BCIT provided ongoing user training and support.
- Complexity, cost and maintenance of any integration with BCIT's enterprise systems.

Stage 5 – Implementation and Operationalization

Based on the ETLDC decision to endorse the institutional supported use of the ET, decisions required for implementation and operationalization will be the responsibility of the implementation project team as outlined in policy 5900 – Educational Technology.

Any changes to the implementation decisions that need to be made at this point to operationalize the ET will be based on security to BCIT systems, protection of user privacy, sustainable support models, and providing the most appropriate benefits to teaching and learning.

Amendment History

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1.	Created:	Procedure 5900-PR2 version 1	2021 APR 21	Active

Scheduled Review Date

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