Sullivan University uses a Learning Management System (LMS) as the primary source for online, hybrid and web-enhanced course delivery to students. Materials from outside sources are used within the LMS when they are found to be in the best interest of the student and in line with promoting higher learning outcomes or fulfillment of programmatic requirements. Where possible, these materials meet criteria of technical and economic feasibility and reasonable ease of use by instructors and students. The process, as described below, also necessitates that the Sullivan University Standards for Online Master Courses are met.*If a single vendor has multiple solutions for consideration, each solution will normally be treated separately.*

The primary criterion for selection of 3rd party instructional materials is how well those products help students meet the learning outcomes and successfully complete the assessments within the course. *When 3rd party content for a master course is determined by a single instructor or SME and when only one vendor, publisher or product is considered, the likelihood that students end up paying for a solution that may not be the best for their needs is increased*. *The selection of materials must include due consideration and evaluation of alternative solutions*. If it is found that multiple academic supporting materials meet the learning outcomes, consideration is given for solutions that:

1. Reduce costs to the student, including free/open educational resources and/or low-cost alternative delivery methods, such as: custom print, e-books, journal readings, etc.
2. May be used with different textbooks or materials--as opposed to a solution that is dependent upon a specific textbook edition.
3. Integrated within the LMS, so that students do not have to establish separate vendor accounts, utilize course codes, or learn multiple user interfaces.

 **Technical Evaluation Procedure**

**Note: All steps are sequential, and thus assume that criteria of current stage have been achieved to move forward to next stage.**

**Identification of Resource**

* Faculty member identifies the materials and determines that they would be appropriate for use in a given master course.
* The Dean over the course’s curriculum verifies that the materials meet program and course outcomes and that other solutions were considered. The leader approves the materials for technical evaluation and sends the *Academic Program Approval Form* to the Manager of Academic Technologies.

**Initial Meeting with Vendor**

* Manager of Academic Technologies arranges in-person or virtual meeting with vendor and technical evaluation team (which may include the Director of Applications Support, Associate Provost for Instruction & Online Learning, Online Instructional Technologists, Instructional Designers or others as needed).
* Demonstration of the functionality of the materials.
* Determine “in theory” that the materials meet LMS technical integration requirements.
* Fee structure determination.

**Technical Evaluation and Installation Stage**

* Receipt of documentation for technical set-up from vendor--specific to Sullivan University’s LMS.
* Receipt of completed *Product Information Form* from vendor.
* Install and test set-up in the LMS (first on development platform, secondarily on production “live” platform).
* Implement and evaluate steps necessary at server and course level, including assessment of resource involvement.

 **Final Analysis and Preparation for Course Development**

* Final determination of feasibility of materials.
* Analysis of on-going maintenance, instructor and student technical support, and designation of responsibility and resource allocation.
* Receipt of instructor/student training materials or links.
* Access to materials made available to Instructional Designer and Subject Matter Expert during course development process.

**Timeline**

The process for outside materials sources evaluation is completed no later than the end of the quarter prior to the initial development of the online master course. The *Academic Program Approval Form* and the *Product Information Form* (see below) will be completed prior to the commencement of master course development and shall become part of the course development documentation.

**Academic Program Approval Form**

*To be completed by Dean over the course curriculum. Consideration of the product will not occur without this form.*

Course:

Company name:

Name of product:

Company representative name and contact info:

1. Type of product (check all that apply)

|  |  |  |
| --- | --- | --- |
| [ ]  Online course[ ]  Instructional modules | [ ]  Laboratory[ ]  Homework/practice | [ ]  Assessment[ ]  E-book |
| [ ]  Other (specify) |

1. Describe how the materials meet the course/program learning outcomes.
2. Describe the role that the product will play within the course.
3. Is it anticipated that ½ or more of the course’s content will come from this product?
4. List free/open educational resources and other products evaluated as an alternative to this product and why not chosen. (Do not leave this section blank).

Approved by: Title: Date:

**Product Information Form**

*To be completed by the vendor no later than the quarter prior to the beginning of course development.*

Company name:

Name of product:

Company representative name and contact info:

1. Is this product dependent upon a specific textbook?

[ ]  Yes

[ ]  No
If yes, what happens to the product with new editions of the textbook?

1. If this product generates student grades, can those grades be exported to the LMS gradebook?

[ ]  Yes

[ ]  No

1. LMS Integration (check all that apply):

[ ]  Integrates fully inside the LMS (i.e. student does not leave the LMS environment)

[ ]  Requires students to leave the LMS and go to an outside site to access content

[ ]  Requires students to establish an account at an external vendor site

[ ]  Requires students to use access codes

1. How does this product copy from master courses to individual quarterly section courses?
2. Are instructors teaching section courses required to set up or configure the product each term?

[ ]  Yes

[ ]  No
If, yes, please explain.

1. Describe instructor training/instructional materials for set up and operation of the product.
2. Describe student training/instructional materials for set up and operation of the product.
3. Describe how instructors and students access vendor support to resolve technical issues with the product (provide specific contact information).
4. Describe how an instructor or administrator can access the product to view content and student/instructor activity.
5. Estimated cost per student and for institution (including integration costs).