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**COMPLETE**

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Page 1: For Annual Planning/Program Review Requests AND Off-Cycle Requests

**Q1** **2021-2022**

Technology Plan Year

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**Q2**

Title of Request

MathType software upgrade

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**Q3**

Location of Request

All math computers including full-time and part-time offices

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**Q4**

Department

Math

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**Q5**

Contact Person

Name **Tammi Marshall**  
Email Address **tammi.marshall@gcccd.edu**

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**Q6**

Description Please provide a brief description of the technology/software or technology project and its core goal(s).

MathType is software that allows us to create math equations in Word documents and is the only way to make them accessible to screen readers, but our current version of MathType is not compatible with Office 10.

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Page 2: Proposal Justification

**Q7**

Please explain how the technology or enhancement supports the strategic plan. Include information on how students will be impacted and/or employees or the college or district overall. Consider whether this would be a district-wide implementation. Which Strategic Plan priority (or priorities) are supported by this request? To access the Strategic Plan, please click here.

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**Basic Skills Acceleration,  
Student Validation and Engagement,  
Organizational Health**

**Q8**

How does the request support the above priorities?

This software is used by every math instructor on campus to make materials and it is the only software that helps make these materials accessible. Several faculty no longer had access because of the move to Office 10. With the new version, the company that makes the software changed their pricing scheme to a subscription model. We purchased a subscription valid through December 2021, but it will need to be renewed each year after that.

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**Q9**

Who would this impact? Please select all that apply.

**Students,  
Employees**

**Q10**

What is the number of students or employees impacted per semester?

2000

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**Q11**

How would this impact the above group(s)?

Without this software, instructors will not be able to embed math equations in Word documents.

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**Q12**

**Yes**

Does the technology support a state-wide initiative or is it a legal mandate or in support of a legal mandate?

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**Q13**

If yes, please explain how the technology supports a state-wide initiative or is it a legal mandate or in support of a legal mandate?

All our documents are required to be accessible and without this software, we are unable to make them so.

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**Q14**

Please be aware that projects, once approved, are typically scheduled 6 months to a year in advance. Consider the consequences if the technology/software is not implemented, upgraded or renewed. What are the consequences if the technology/software is not implemented/upgraded, or renewed? Examples: Security concerns, loss of FTES, mandates, accreditation, etc.

We will be unable to create Math documents

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**Q15**

What is your preferred time for implementation?

Starting in January 2022 and continuing each year after that

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**Q16**

Tell us how the data you have supports the implementation of the technology. This can be qualitative or quantitative in the form of surveys, observations, SLO or other assessment data, institutional research data or other reports and data.

We don't have specific data that supports this, but without this software, we will not be able do our jobs.

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**Q17**

**5**

How critical is this need in terms of supporting curriculum and services?

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**Q18**

**Respondent skipped this question**

Please attach any supporting data/documentation using the "Upload" button below.

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Page 3: COST ANALYSIS

**Q19**

**Software**

Is the request for hardware or software?

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**Q20**

**Upgrade (replacing outdated technology)**

Is the request for new or an upgrade to existing technology?

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**Q21**

Total initial cost of request: This includes hardware and software maintenance, licence, taxes, fees, shipping, storage, etc. Contact Sherri Braaksma for assistance.

30 licenses at \$30.91 each, for a total of \$927.30, renewed annually

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**Q22**

**General Fund**

Funding Source:

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**Q23**

**Respondent skipped this question**

Please attach quote using the "Upload" button below.

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Page 4: Grant Funding Source

**Q24**

**Respondent skipped this question**

Please specify the grant that will fund the technology you are requesting.

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Page 5: Evaluation Plan

**Q25**

Evaluationi. How do you plan to evaluate the technology after implementation?

This software is essential for us to do our job. If we can create math equations in Word documents, then it has been evaluated as successful.

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Page 6: Type of Request

**Q26**

**No**

Is this an Off-Cycle Request (e.g., not part of the annual planning/program review process)?

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Page 7: Off-Cycle Requests Only

**Q27**

**Respondent skipped this question**

What are the exigent circumstances and/or contributing factors that would qualify this request to be eligible for Off-cycle consideration? Please explain why this request cannot wait until the next annual planning cycle.

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Page 8: Ready to Submit

**Q28**

**Yes**

Are you ready to submit your technology request?

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