# IMMEDIATE NEED REQUEST
## 2019-20

| Requested by: (Unit, Department, Division or Vice President) | Library & Learning Resources | | |
|---|---|---|---|
| | | | **Date to VP:** |

| Location | (Fill-in) | Reviewed By (Signature): | |
|---|---|---|---|
| **Department or Unit:** | Faculty Center for Learning Technolog | Dr. Meghan M. Chen | **Date to Cabinet:** |
| **Division:** | Library & Learning Resources | Dr. Meghan M. Chen | **Outcome:** |
| **Vice President:** | Dr. Richard Mahon, VPI | *richard mahon* | |

| Budget Request(s) (List in Priority Order) | Justification for Request(s)<br>An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. | Funds Requested ** | | | Funding Approved |
|---|---|---|---|---|---|
| | | Amount | One-time | Ongoing | |
| **1. Otter.ai** real-time captioning tool | A live captioning solution for live streamed instructional, student support, and professional learning, and campus events is necessary for meeting the college's commitment to student success and equity (e.g., AP 3450 Accessibility of Audiovisual Media – Captioning; AP 4105 Distance Learning). Real-time captioning makes possible a full and complete engagement in our community of English language learners; deaf and hard of hearing learners; and learners who grapple with spoken English with various accents, discipline-specific nomenclature, and permutations of human elocution. **Conditions:** Employees and students are using Confer Zoom, an institutional account that is licensed through the CCC TechConnect Center. Zoom's built-in captioning is not real time. **Our Need**: a solution that is easy to access, can be locally administered, works with Zoom to (a) ensure continuity, (b) avail real-time captioning for all live-streamed college activities: instruction, academic and student support services, and campus events, and (c) to comply with state and federal accessibility laws, specifically, Section 504 (requested accommodations) and Section 508 (accessibility for all). | $62,250.00 | | X | |
| **Account Number(s):** | Fiscal Services will provide the account string. | | | | |
| **2.** | | | | | |
| **Account Number(s):** | | | | | |

| 3. | | | | | |
|---|---|---|---|---|---|
| | **Account Number(s):** | | | | |

**\*\*** *Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc.*
*Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.*