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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 4, 2022**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**DIGITAL ANNOTATION SERVICES
ANNOTATION UNLIMITED, PBC (D/B/A HYPOTHESIS)
OFFICE OF ACADEMIC AND STUDENT AFFAIRS
DISTRICTWIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreements, to authorize the execution of an agreement with Annotation Unlimited, PBC (d/b/a Hypothesis) for Digital Annotation Services the period from August 15, 2022 through June 30, 2025 at a total cost not to exceed \$75,000.

VENDOR: Annotation Unlimited, PBC (d/b/a Hypothesis)
2261 Market Street, #632
San Francisco, CA 94114

USER: Districtwide

TERM:

The term of this agreement shall begin on August 15, 2022 and shall end on June 30, 2025, with the option to renew for two (2) additional one (1) year terms.

SCOPE OF SERVICES:

Hypothesis will provide the following services during the term of the agreement:

1. A hosted, supported platform to deliver capabilities for collaborative, digital annotation on course materials via integration with the City Colleges of Chicago's learning management system.
2. Documentation and assistance to ensure successful integration with the City Colleges of Chicago's learning management system.
3. Tier 2 technical support, including access to Hypothesis team members for technical questions and guidance on the software (architecture, applications, etc.). Tier 2 means that Hypothesis provides support to City Colleges of Chicago's staff (administrators and instructors).
4. Tier 2 training support, including access to Hypothesis team members for training related to the software. Tier 2 training support means that Hypothesis provides training and materials to the City Colleges of Chicago's staff (administrators and instructors).

BENEFIT TO CITY COLLEGES OF CHICAGO:

City Colleges of Chicago faculty who teach traditional asynchronous online learning courses understand that they must integrate a myriad of interactive learning tools into their courses that will increase student engagement. According to Chickering’s and Gamson’s Seven Principles for Good Practice in Undergraduate Education (1987) faculty should encourage the following elements in their courses: (a) student–faculty contact, (b) cooperation among students, (c) active learning, (d) prompt feedback, (e) time-on-task, (f) high expectations, and (g) respect for diverse talents and ways of learning.

Because students can use Hypothesis to annotate directly onto the text in their online courses, students will have direct contact with their instructor and their classmates in the text as they develop discussions, engage in active learning, receive prompt feedback from their instructor and classmates on the comments they post in the text, discover their own and others learning styles through the discussion, and complete assignments as directed by the instructor. Thus, City Colleges of Chicago will benefit from its faculty utilizing Hypothesis in online courses to better engage online students, which will most likely yield higher retention and persistence rates in the online courses that use Hypothesis.

VENDOR SELECTION CRITERIA:

In accordance with the sole source policy procedures, this service is exempt from the District’s competitive bidding process

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the services (online collaborative digital annotation tool) and the absence of subcontracting opportunities

GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL

Total: \$75,000

Charge to: Office of Academic and Student Affairs

Sources of Funds: Education Fund

FY23: 53000-00003-0022060-20000

Respectfully submitted,

**Juan Salgado
Chancellor**

August 4, 2022 – Office of Academic and Student Affairs