

**2024-2025 Program Review
Resource Request Ranking Rubric**

Budget Advisory Committee (BAC), Facilities Planning Committee (FPC), Instructional Equipment & Library Materials (IELM), Technology Planning Committee (TPC), Faculty Prioritization Committee, & Classified Prioritization Committee

- **Definition of “resource request”:** request for an additional allocation to be made for budget, equipment, facilities, positions for the program, department, or unit.
- **Note:** the questions for the criteria are the same questions in the resource request tab in META.
- Criteria is ranked 1 – 10 by resource committee members, with 10 being the highest-ranking number.

RANKING CRITERIA	QUESTIONS TO ANSWER IN JUSTIFICATION	Clarification Statements/Examples.
Department Background & Viability	<ol style="list-style-type: none"> 1. How is the request essential to the ability of the program, department, or service to provide quality educational services? 2. How is this request justified from patterns over the last three years? 3. What can't get done if the request is not granted? 4. In what way would the fulfilling this request enable a program or service to offer educational opportunities that respond to the cultural, economic, social, and/or workforce needs of the greater Bay Area and/or increase community partnerships and global awareness? 	<ol style="list-style-type: none"> 1. Request impacts: student performance and outcomes, college's accreditation status and fiscal viability 2. supporting information: # sections in a department, enrollment, %success/retention, fill rate average, #appointments, total students served, #orientations/workshops, #SEPs completed—who is served and how many? 3. If there no volleyball nets, we cannot run the class. 4. Offering a variety of activity classes to maximize opportunities for students to be healthy both physically and mentally.
Safety, Risk, or Legal Mandate	<ol style="list-style-type: none"> 1. Does this request address an immediate health or safety risk to the public, personnel or students? If so, please explain. 2. Does the request address a legal mandate, i.e. safety protocols, and/or disability access (ADA). If so, please explain. Cite applicable code where appropriate, or OSHA requirement? 3. By fulfilling this request, will there need to be specific licenses or permits required to utilize the resource? 	<ol style="list-style-type: none"> 1. It is harmful to run a volleyball class without nets as it creates a barrier between teams and prevents collision and injury. 2. There is no legal mandate, yet it is imperative that a volleyball activity class have volleyball nets. 3. There are no specific licenses or permits required to use the volleyball net and equipment.

Innovation, Enhancement, Basic Needs for the program/unit	1. How does this request respond to either innovation, enhancement, or a basic need to the program/unit?	1. Volleyball nets are a basic need in order to run the class.
Outcomes Assessment (SAO/SLO/PLO/ ILO /AUO)	1. How is the request supported by assessment results? 2. Do you anticipate this request to improve assessment results?	1. Proper skills cannot be attained if proper equipment is not available. 2. Yes, having volleyball nets for the class will greatly improve assessment results.
Funding information	1. Did the program, department or unit receive funding for a request last year? Did they use these funds effectively? 2. Was the request for this resource not funded in the last year? 3. Was there a loss of funding (outside of Fund 01) in the last fiscal year that makes this request necessary? 4. Is there a refresh cycle/maintenance requirement/recurring cost associated with this request i.e. software annual renewal, technology refresh every three years?	1. The department received funding for Fitness Center equipment and was used for its intended purpose. 2. No. This is a new request. OR Yes. This is an old request that has not been funded in the last year. 3. No. This is a new request. OR Yes. Previously this was grant funded, but the period of the grant has expired. 4. Limited maintenance is required. If volleyball nets have simple repairs, the locker room staff are charged with repair. OR Yes. This is a Fitness Center Preventative Maintenance request and is an annual contract that should be renewed each year.

ADDITIONAL INFORMATION SPECIFIC TO EACH RESOURCE COMMITTEE

Technology Committee		
IDEAA	1. Does the request increase disability access, universal design, and equity?	1. The new hardware will allow for vision impaired students to have access to the materials.
Faculty Prioritization Committee		
Department Information	<ul style="list-style-type: none"> • Number of Full-timers • Number of Part-timers • Planned retirements • Extenuating Circumstances • Year of last Full-time hire • Faculty Specialization 	<ul style="list-style-type: none"> • –This number will be inputted in program review • –This number will be inputted in program review • –Faculty to address • –Faculty to address • –Faculty to address • –Faculty to address

Facilities Planning Committee		
	No additional information needed	
Instructional Equipment & Library Materials		
	No additional information needed	
Classified Prioritization Committee		
	No additional information needed	
Budget Advisory Committee		
	No additional information needed	

Examples of resources that would be requested to each committee

Technology Committee			
Technology	Hardware	repair two welding power supplies and wire feeders	Replace aging wire-feeders.
Faculty Prioritization Committee			
Personnel	Full-time Faculty	Hire three full-time faculty members	We would be looking for one or two instructors with a strong background in and desire to teach Statistics. In the aftermath of passing AB 705, many algebra sections were eliminated and we created more sections of Statistics (and Precalculus) along with support sections, so there has been a higher demand for quality Statistics instructors.
Facilities Planning Committee			
Facilities	Facility Improvement	Electrical, Air Upgrades	Request is for an electrical survey to label all electrical wiring, rationalize breaker panels and evaluate available power. Bring in

			more power as necessary for new machinery. Replace below ground wiring and ground-level junction boxes with drop-down electrical connections from the ceiling. Also install drop-down compressed air lines at all machine locations.
Instructional Equipment & Library Materials			
Equipment	New Equipment	Spectrophotometers	We propose to purchase 6 SPECTRONIC™ 200 Spectrophotometers.
Classified Prioritization Committee			
Personnel	Classified Staff	FabLab Technicians	Two full-time and institutionalized classified staff positions are needed to keep the Digital Fabrication Laboratory (FabLab) open 40 hours a week.
Budget Advisory Committee			
Administrative Personnel	New Dean	New Dean to oversee some new, cool initiative.	

Examples of resources that does not go into resource requests:

- Office Supplies