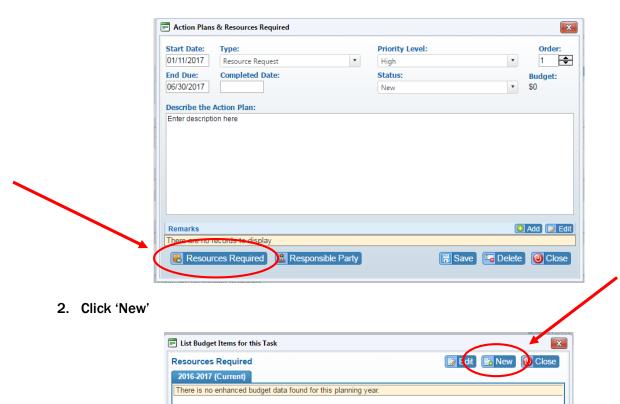
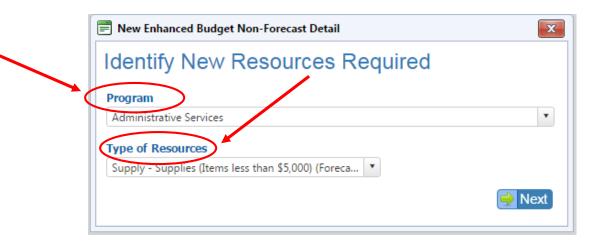
Cañada College Program Review Resource Request Reference Quick Guide

To request resources in **SPOL**:

 Click on blue 'Resources Required' button within the 'Action Plans & Resources Required' window



3. Identify the program and type of resource

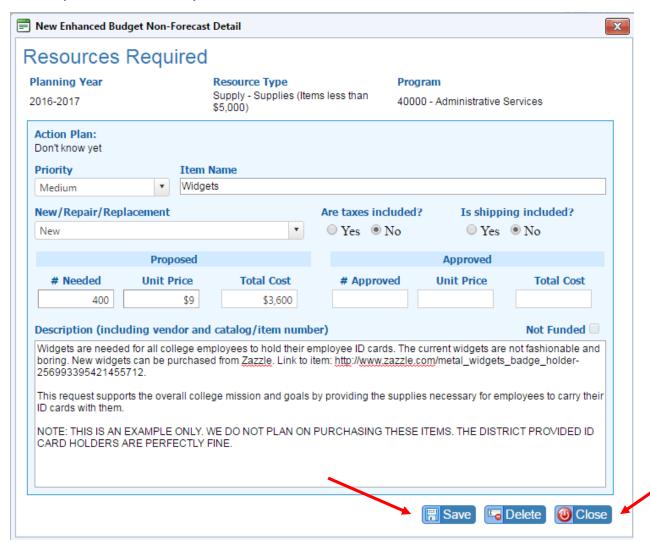


- Program: Select your program from the drop down list
- Type of Resource: Select the type of resource request from the drop down list.
 - <u>Facilities:</u> Includes requests for new facilities or facility improvements. Examples
 of facility requests include: program space needs, new flooring, or replacement
 of large equipment.
 - <u>Contract Services:</u> Includes requests for independent contractors or service vendors beyond what the program/department current budget can cover.
 - Equipment: Items with a single unit cost greater than \$5,000. Examples of equipment requests include: x-ray machine, batting cages). If equipment will require additional resources (power, removal of existing equipment, etc.) please provide these details in your request.
 - <u>Supplies:</u> Includes new items with a single unit cost less than \$5,000 that are not currently budgeted by the program/department.
 - <u>Subscriptions and memberships:</u> Includes subscriptions for resources, materials, or services. Membership requests can only be for institutional memberships and must follow district guidelines. Individual memberships are not allowed.
 - <u>Professional Development:</u> Includes requests for professional development funds that are not currently budgeted by the program/department.
 - Instructional Personnel: Includes requests for new instructional personnel
 - Non-instructional Personnel: Includes requests for non-instructional personnel
 - Information Technology (IT): Includes requests for new IT equipment (computer, laptop, printer, and scanner). Replacement of existing IT equipment does not need to be submitted as a resource request. Please work with IT directly for replacement items.
 - Other: Includes items not covered by all other resource request categories. Please check with the budget office prior to using this category.

Program Review Resource Request Tips

- Resource requests should tie to a planning objective.
- Resources should be tangible items that can be funded. Non-tangible requests (e.g., scheduling or curriculum development) are not meant to be included as a resource request.
- Provide details about your request. This allows the review process to go quicker and helps with prioritization of requests.
- The college has a number of tutorials about program review <u>online</u>. There are videos and guides!
- Ask questions! If you have questions about your resource requests, ask your supervisor, Dean, or VP.

4. Complete 'Resources Required' box



- <u>Priority:</u> Indicate level of priority (Low, Medium, and High). The level of priority should reflect need related to the program's goals and objectives. For example, a high priority would indicate something 'mission critical'. Medium priority indicates something is important, and low priority would indicate something that is more of a 'want' than a 'need'.
- <u>Item Name:</u> The item name should reasonably identify what the item is. Please do not use item numbers (eg., Student Microscope instead of 40X-1000X)
- <u>New/Repair/Replacement</u>: Indicate if the request is for a new item, repair of an existing item, or replacement of an existing item. For new items, please indicate in the description if the purchase is a one-time expense or on-going. For repair and replacement items, please indicate when the existing item was purchased. For replacement items, keep in mind 'replacement' means the new item would be consistent with the previous item (not 'more, bigger or better').
- Taxes Included: Indicate if the request amount includes taxes
- Shipping Included: Indicate if the request amount includes shipping costs

- # of items needed: Indicate the number of items requested
- <u>Unit price:</u> Indicate unit price. A unit price must be included for the request to be considered. Please make every effort to get an accurate price for items requested. The exception for this requirement include the following request categories: IT and Facilities. For these requests, please enter an amount of \$1. The budget office will work with the IT and Facilities departments to obtain quotes.
- <u>Total cost</u>: This amount will be calculated automatically based on the # of items needed and unit price.
- <u>Description of item:</u> Please describe the individual resource requested and indicate if the
 expense is one-time or on-going. Also include how the request supports the mission of
 the college, strategic goals, and/or program mission. If applicable, explain the
 relationship of the resource recommendation to Learning Outcomes and overall
 institutional effectiveness. If there are safety/liability concerns, legal, or accreditation
 mandates related to the request, please indicate this information and provide any
 supporting documentation.

5. Click SAVE, then CLOSE



6. Continue adding resource requests until complete