

**Resource Request Prioritization Notes (to be included as recommendations for
PBC regarding this process)**

DRAFT for IPC Meeting (5/18/18)

- It was suggested that we should have had the Dean's prioritize their department's requests prior to the requests going to the Planning Councils. Before requests are submitted in SPOL, Deans should be having conversations with their programs to make sure they are not asking for things that are already in the budget. An example of things that might already be included in the budget are ongoing requests for subscriptions. At a Dean's meeting, the Deans should then prioritize the submitted requests and then their prioritization should go to the Planning Councils (IPC, APC and SSPC). Each set of Planning Councils should then approve or deny the Dean's prioritizations and send their recommendations to PBC who will send their prioritized list to the President.
- A lot of time has been spent putting information into SPOL, but it is evident that the Planning Council still may not have all of the information that would be needed in order to complete the rubric.
- The rubric should be organized by department, as that is how the additional information is provided to the Planning Council. It is currently organized by type (i. e. supplies, subscriptions, etc.).
- There was some confusion about the rubric's areas of interest. In particular, Safety, Accreditation, and General Need should become separate categories. Additionally, Safety and/or Health issues should rise to the surface and be flagged so as to not get lost in the prioritization process.
- It might be beneficial to simplify the rubric scoring into "satisfactory" and "not satisfactory" instead of a Likert scale.
- Include a comments or notes section at the bottom of each request.
- If the rubric includes scoring on how requests are tied to our Strategic Plan, Mission and Operational plans, it would be beneficial to include links to these plans within the rubric.
- The IPC members found it hard to assess fiscal responsibility.
- There was a consensus that SPOL is not the best tool for program review and we should look into a different process or program. SPOL is not user friendly and it is currently not providing us with the data that is needed for resource requests. Within SPOL, program review and budgeting functions are not linked in a useful way.
- The categories from the rubric should be included in the resource request section in SPOL. It would also be beneficial to provide an example of a superb request that Faculty/Staff can refer to. There is a difference between describing what equipment does and why it is needed and how it is tied to Student Learning Outcomes and Program Review.