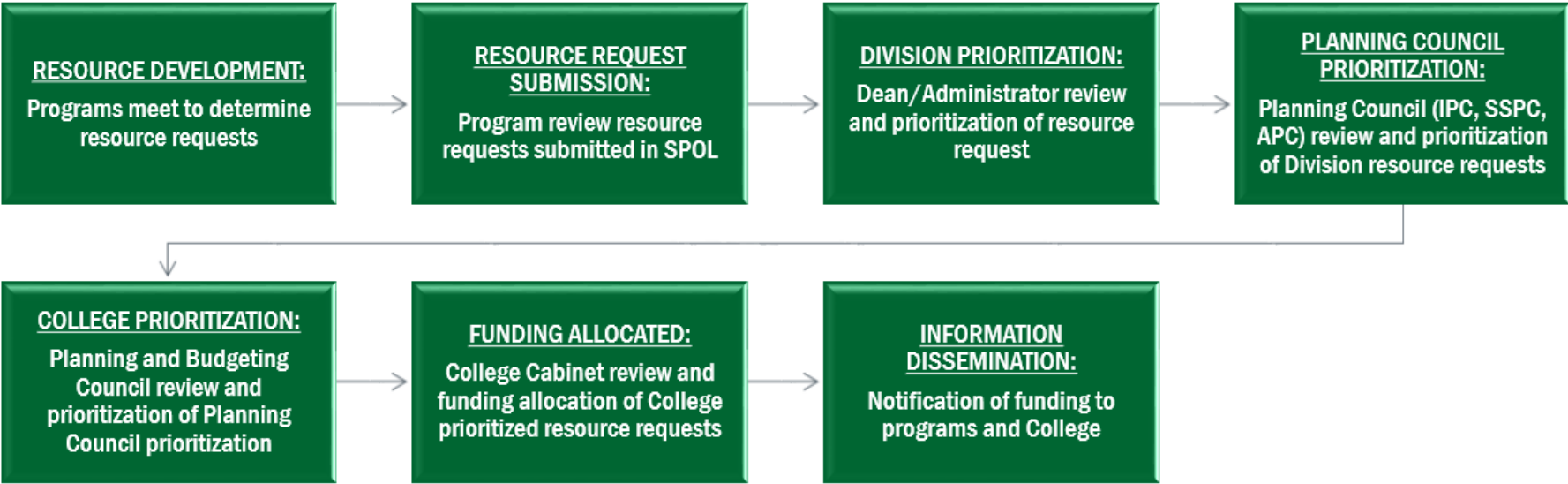


## Program Review Resource Request Timeline & Process

Date	Responsible party	Description
Sept	Dean of PRIE	PRIE office provides standard data packets for all instructional programs.
Oct-Nov	Program Leads/Program Directors	Assess existing projects/program resources to determine new resource requests.
Nov-Dec	Project Leads/Program (managers)Directors, Deans	Managers submit preliminary resource requests to Dean/Administrator by Jan 5.
Jan	Division Deans	Deans will review requests and provide additional information, if necessary. (Completed request will be given to VPs for preliminary review by Jan 31).
Feb 1-15	VPI, VPSS, and VPAS	College VPs will provide preliminary feedback, including identification of missing information, to Deans/Program managers by Feb 15.
Feb 28	Project Leads/Program Directors	Finalized request are due (in SPOL) Feb 28.
Mar	Budget Office	Budget office will provide program review information and prioritization rubrics to Deans, Planning Council, and PBC.
Mar	Division Deans	Review and prioritize Division program review resource requests.
Mid Mar-Apr	Planning Council review (PCs): IPC, SSSPC and APC.	Review and prioritize program review resource requests from Divisions.
May	PBC review of resource requests	Review and prioritize program review resource requests from PCs; final list of prioritized resource requests is sent to College Cabinet.
End of May	College Cabinet	Review prioritized resource requests and determine funding allocations.
End of May	VPA	Program review resource requests are updated in SPOL to reflect funding decisions; notification sent to each department Program Review lead.
End of May		Program Reviews and their feedback are published on the college website

# Cañada College Resource Request Prioritization Flowchart



## Rubric and scoring sheet for Program Review Resource Requests, 2017-2019

Division:	Planning Council Review:
Program name:	Reviewer Name:
Resource Requested (Description):	Date:

<b>Resource request frequency:</b>	<b>Resource request type:</b>	
One time: <input type="checkbox"/>	Supply: <input type="checkbox"/>	Subscriptions/Membership: <input type="checkbox"/>
On-going: <input type="checkbox"/>	Equipment: <input type="checkbox"/>	Facilities: <input type="checkbox"/>
Both: <input type="checkbox"/>	Information Technology (IT): <input type="checkbox"/>	

### Resource Allocation Prioritization Rubric

	Zero (0)	Low (1)	High (2)	Exceptional (3)	Score
Program review	Request not addressed in program review	Minimally addressed in program review	Moderately addressed in program review	Substantially addressed in program review	
College Mission & Strategic Goals	Does not align with college mission and strategic goals	Minimally aligns with college mission and strategic goals	Moderately aligns with college mission and strategic goals	Fully aligns with college mission and strategic goals	
District Strategic Goals	Does not align with District mission and strategic goals	Minimally aligns with District mission and strategic goals	Moderately aligns with District mission and strategic goals	Fully aligns with District mission and strategic goals	
College Operational Plans:	Does not support any of the College operational plans	Minimally supports one or more of the College operational plans	Moderately supports one or more of the College operational plans	Fully supports two or more of the College operational plans	
Learning Outcomes (Student Learning Outcomes, Service Area Outcomes)	Does not support achievement of student learning or service area outcomes	Minimally impacts achievement of student learning or service area outcomes	Moderately impacts achievement of student learning or service area outcomes	Directly and significantly impacts achievement of student learning or service area outcomes	
Health, Safety & Liability	Does not address health, safety and/or liability need	Addresses minor health, safety, and/or liability need	Addresses an impending health, safety, and/or liability need	Addresses an immediate health, safety and/or liability need	
Legal or Accreditation Mandate (ACCJC/Other accreditation)	Does not address a legal or accreditation mandate	Addresses an impending legal or accreditation mandate but does not specify standard(s)	Addresses an impending legal or accreditation mandate; includes specific standards	Addresses an immediate legal or accreditation mandate; includes specific standards	
Fiscal Responsibility	Resource allocation would create a substantial impact on the College	Resource allocation would create low to minimal fiscal impact on the College	Resource allocation would generate no fiscal impact on the College	Resource allocation would generate revenue or savings for the College	
<b>Total Score</b>					