**Needs Assessment Process—Fall 2019**

**Requests Due: Wednesday, October 23 by NOON**

|  |  |
| --- | --- |
| September 16 | Deadline to Submit Additional Research Requests to Institutional Research Office—It may take up to two weeks to receive your data. |
| October 1 | EMP Narrative Due to Division Deans |
| October 4 | Workshop—9:30-11:00 a.m. in B-204 |
| October 9 | Deadline to meet with Rick Hrdlicka and/or Robert Jenkins if you are submitting Technology and/or Facilities requests |
| October 18 | Workshop--9:30-11:00 a.m. in B-204 |
| October 23 | **Needs Assessment Requests due to Committee Chairs—by NOON** |

|  |  |
| --- | --- |
| Needs Assessment Resources: | <https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/needs-assessment.php> |

**Instructions:** A complete Needs request includes:

 (1) the specific form(s)

 (2) a **current** EMP with updated narrative

 (3) Division/Area rankings (submitted by the Dean/Manager).

 Requests that do not include all three components are considered incomplete and will not be

 reviewed.

**Submission:** Needs requests are due to the Program Review Committee no later than NOON on October 23. E-mail your request(s) to: pferri@sbccd.cc.ca.us

**Requests received after 12:01 will be considered late and will not be accepted for any reason. Revised forms or corrections to submitted forms will not be accepted after the deadline.**

**We welcome early submissions!**

**Technology & Facility Requests:**

If you are submitting a TECHNOLOGY needs request, you are required to meet with Rick Hrdlicka – Director of Campus Technology Services by Wednesday, October 9.

x. 8656 or rhrdlicka@sbccd.cc.ca.us.

If you are submitting a FACILITIES needs request, you are required to meet with Robert Jenkins – Director, Facilities, Maintenance, & Operations – by Wednesday, October 9.

x. 8662 or rjenkins@sbccd.cc.ca.us.

**Efficacy Rating:** A recommendation of Continuation or Conditional on the most recent Efficacy Review is

required in order to participate in Needs Assessment.

**Updated EMP:** EMP Narratives are due to the Division Deans by **October 1** for submission to the Research

Office.

**Application Requirements:** Complete one application for each request.

* For instance, if you are requesting two admissions clerks, fill out two applications.
* For budget augmentation requests, do not request a lump sum that encompasses vastly different areas of need; complete separate applications here as well. Facilities requests are the exception; there can be up to three facilities requests per application.
* Complete separate requests for equipment; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.
* An interdivisional application should be submitted, along with the needs assessment applications, for projects that cross divisions and are NOT ranked within specific divisions—for example, the Distance Education Coordinator, Supplemental Instruction Across the Disciplines, facilities requests for classrooms to be used by multiple departments across divisions.
* Provide the page number(s) for Program Efficacy so that the committee can quickly locate more detailed information.
* Applications that are submitted but NOT included in the Division ranking will not be forwarded to the Program Review Committee for ranking.

**Application Format:** Completed applications must be **no longer than 2 pages**, (single-spacing is fine) with

12 pt. Times New Roman font. If you wish to include charts, tables, or bulleted lists, then these must be

included within the margin and page limits. Submit your file as a MICROSOFT WORD document.

**Applications that do not meet these requirements will not be reviewed.**

**Required Data:** The application should reference the department’s most recent Program Efficacy and

current EMP. **Requests must be supported by data.** It is worth noting that stronger requests typically

incorporate data into more than one response on the application. Requests for additional data must be made to

the research office no later than September 16. If you have any research questions, contact Christie Gabriel at

x. 8907, cgabriel@sbccd.cc.ca.us

**Assistance:**

* Attend one of the workshops and work with a Program Review Committee member. The workshops will be held from 9:30-11:00 a.m. in B-204 on Friday, October 4 & Friday, October 18.
* Your representatives to the Program Review committee (or any committee member) can also assist you on an individual basis.
* Contact Paula Ferri-Milligan (x. 8244, pferri@sbccd.cc.ca.us ) or Wallace Johnson (x. 8502, wjohnson@sbccd.cc.ca.us) if you have any questions or would like to make an appointment for assistance with your EMP or needs requests.

**The Program Review Committee strongly recommends that you either attend one of the workshops or meet with a team member.**

**Committee Members:**

Wallace Johnson & Paula Ferri-Milligan

Committee Co-Chairs

Daniel Algattas

Keynasia Buffong

Angela Grotke

Todd Heibel

Timothy Hosford

Robert Jenkins

Edward Jones

Carol Jones

Judy Joshua

Melissa King

Joel Lamore

Kenny Melancon

Botra Moeung

Sandra Moore

Krista Ornelas-Mora

Joanna Oxendine

Girija Raghavan

Jose Recinos

Johnny Roberts

David Smith

Shalita Tillman

Anna Tolstova

Abena Wahab

Kay Dee Yarbrough