**Needs Assessment Request***Budget/Equipment/Facilities/Technology*

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| Name of person submitting request: |  |
| Program: |  |
| Division: |  |
| Divisional rank of request: |  |
| Few-word description of request (e.g., software for online learning, microscopes for labs, increase in annual budget): |  |
| Program Review Efficacy Report current and on-cycle?: |  |
| Current Program Review Efficacy ranking (i.e., continuation, conditional, 1st year probation, 2nd year probation): |  |
| Recent (past 2 years) program external awards or accolades:  |  |
| Amount Requested: |  |

NOTE: To facilitate ranking by the committee, submit separate requests for each unique item; however, multiple items can be submitted as one if the requested items be must be packaged together.

Are there alternative funding sources? (e.g., Department, Budget, Perkins, Grants) YES ☐ NO ☐
If yes, what are they? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 1: Request**

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| **Section 1: Q1 Describe the request and how it will be used to facilitate teaching and learning.** |
| Response: |

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| **Section 1: Q1 Committee Scoring Rubric – For Committee Use Only** |
| **1 Point** | **3 Points** | **5 Points** | **Score** |
| Narrative minimally describes the request.  | Narrative adequately describes the request. | Narrative adequately describes the request and demonstrates how it will be used to facilitate teaching and learning. |  |

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| **Section 1: Q2 What are the consequences of not filling the request?** |
| Response: |

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| **Section 1: Q2 Committee Scoring Rubric – For Committee Use Only** |
| **1 Point** | **3 Points** | **5 Points** | **Score** |
| Narrative minimally describes consequences if request is not filled. | Narrative demonstrates consequences if request is not filled. | Narrative demonstrates significant consequences if request is not filled. |  |

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| **For Committee Use Only** |  |
| **SECTION TOTAL** |  |
| **WEIGHTED SECTION TOTAL****(x4)** |  |

**Section 2: Program/Department Data**

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| **Section 2: Q1 Provide an analysis and evaluation of program/department data over the past three years. How does the data support the request?** Recommended data points might include number of students served, number of transactions, hours of service, unmet needs, etc. |
| Response: |

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| **Section 2: Q1 Committee Scoring Rubric – For Committee Use Only** |
| **1 Point** | **3 Points** | **5 Points** | **Score** |
| Request is minimally supported by data or moderately supported by 1 point of data.  | Request is supported by 2 points of data.  | Request is supported by 3 or more points of data.  |  |

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| **Section 2: Q2 Provide an analysis and evaluation of the request’s potential impact, either directly or indirectly, on student success and satisfaction. How does the data support the request?** Recommended data points might include campus climate surveys, success/retention of population served compared to general population, student feedback, etc. |
| Response: |

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| **Section 2: Q2 Committee Scoring Rubric – For Committee Use Only** |
| **1 Point** | **3 Points** | **5 Points** | **Score** |
| Request is minimally supported by data or moderately supported by 1 point of data.  | Request is supported by 2 points of data.  | Request is supported by 3 or more points of data.  |  |

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| **For Committee Use Only** |  |
| **SECTION TOTAL** |  |
| **WEIGHTED SECTION TOTAL****(x3)** |  |

**Section 3: Campus Impact**

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| **Section 3: Q1 Request clearly supports campus equity, anti-racism, and anti-hate goals and/or statewide initiatives, such as Guided Pathways or AB 705.** |
| Response:  |

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| **Section 3: Q1 Committee Scoring Rubric – For Committee Use Only** |
| **1 Point** | **2 Points** | **3 Points** | **Score** |
| Request aligns with some relevant campus goals and/or statewide initiatives. | Request aligns with most relevant campus goals and/or statewide initiatives. | Request clearly aligns with or exceeds all relevant campus goals and/or statewide initiatives. |  |

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| **Section 3: Q2: Program request clearly supports SBVC’s mission, vision, and values and campus planning documents (i.e., Educational Master Plan, Facilities Master Plan, Student Equity Plan, Enrollment Management Plan .** |
| Response: |

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| **Section 3: Q2 Committee Scoring Rubric – For Committee Use Only** |
| **1 Point** | **2 Points** | **3 Points** | **Score** |
| Request aligns minimally with some combination of SBVC’s mission, vision, values, and/or campus planning documents. | Request aligns with most aspects of SBVC’s mission, vision, values, and/or campus planning documents. | Request clearly aligns with all aspects of SBVC’s mission, vision, values, **AND** relevant campus planning documents. |  |

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| **Section 3: Q3 Program/department clearly demonstrates that outcomes are defined, assessed, evaluated, and used to improve operations.** |
| Response: |

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| **Section 3: Q3 Committee Scoring Rubric – For Committee Use Only** |
| **1 Point** | **2 Points** | **3 Points** | **Score** |
| Program demonstrates that outcomes are established and assessed and reported. | Meets 1 Point Criteria **AND** program evaluates and reflects upon outcome/efficacy data as evidenced by departmental meetings agendas/minutes, recent program efficacy, etc. | Meets 2 Point Criteria **AND** program demonstrates that outcome assessment and evaluation is used for continuous quality improvement as evidenced by departmental meetings agendas/minutes, recent program/departmental changes, program efficacy, etc. |  |

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| **For Committee Use Only** |  |
| **Section 3: Q4 Reflective Self-Evaluation (1 point)** Request is the result of self-evaluation with the program’s most recent program efficacy report and EMP.  |  |
| **SECTION TOTAL** |  |
| **WEIGHTED SECTION TOTAL****(x3)** |  |

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| **Additional Points (1 each) – For Committee Use Only** |
| Request has the potential to positively impact students beyond the program/division. |  |
| Request was ranked in the top 3 at the divisional level. |  |
| Program Efficacy reporting is up-to-date. |  |
| Program has a current efficacy rating of continuation, conditional, or is in year 1 of probation. |  |
| Program has received external awards or accolades within the last 2 years. |  |
| **TOTAL POINTS** |  |

**Final Score - For**

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| **Weighted Total Section 1** |  |
| **Weighted Total Section 2** |  |
| **Weighted Total Section 3** |  |
| **Additional Points** |  |
| **Grand Total** |  |