**Needs Assessment Pilot—Spring 2021**

**Requests Due: Wednesday, March 3 by NOON**

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| February 16 | Zoom drop-in — 10:00 AM – 12:30 PM <https://cccconfer.zoom.us/j/9093871648> |
| February 17 | Zoom drop-in - 10:00 AM to 11:30 AM: <https://cccconfer.zoom.us/j/9093871648> |
| February 17 | Deadline to meet with Rick Hrdlicka and/or Robert Jenkins if you are submitting Technology and/or Facilities requests. |
| February 18 | Zoom drop-in — 3:30 – 5:30 PM <https://cccconfer.zoom.us/j/9093871648> |
| February 23 | Zoom drop-in — 2:00 – 5:00PM <https://cccconfer.zoom.us/j/9093871648> |
| February 24 | Zoom drop-in - 10:00 AM to 11:30 AM: <https://cccconfer.zoom.us/j/9093871648> |
| February 26 | Zoom drop-in — 9 – 11AM <https://cccconfer.zoom.us/j/92648626859> |
| March 3 | **Needs Assessment Requests due to Committee Chairs—by NOON** |

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| 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); and

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

**Submission:** Needs requests are due to the Program Review Committee no later than NOON on March 3. E-mail your request(s) to: [chuston@sbccd.cc.ca.us](mailto:chuston@sbccd.cc.ca.us)

**Requests received after 12:00 noon 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, February 17. x. 8656 or [rhrdlicka@sbccd.cc.ca.us](mailto: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, February 17. x. 8662 or [rjenkins@sbccd.cc.ca.us](mailto:rjenkins@sbccd.cc.ca.us).

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

* Programs and departments are encouraged to submit a needs assessment form regardless of efficacy status (i.e., continuation, conditional, probation).
* Forms will be scored by the committee using the embedded scoring rubric. Please be sure to use the rubrics to guide your responses.
* Recommendations will move forward to College Council and the Executive Team by way of application/form scores. The committee will *not* vote on requests.
* If you are requesting multiple positions of the *exact* same type and job description, you can fill out one form and list the total number of positions requested.
* If you would like to request more than one position with varying responsibilities or job descriptions, you much complete a request for *each* position, even if they fall under the same job classification.
* 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.
* Please 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.
* Applications that are submitted but *not* included in the Division ranking will not be forwarded to the Program Review Committee for ranking.

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

into more than one response on the application.

**Assistance:**

* Attend one of the drop-in Zoom sessions.
* Your representatives to the Program Review committee (or any committee member) can also assist you on an individual basis.
* Contact Celia Huston ([chuston@sbccd.cc.ca.us](mailto:chuston@sbccd.cc.ca.us) ) or Joanna Oxendine [joxendine@sbccd.cc.ca.us](mailto:joxendine@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 drop-in sessions or meet with a team member.**

**Committee Members:**

Celia Huston & Joanna Oxendine

Committee Co-Chairs

Daniel Algattas

Victoria Anemelu

Erica Begg

Yon Che

Laura Estrada  
Armando Garcia

Todd Heibel

Timothy Hosford  
Dina Humble  
Magda Jacobo

Robert Jenkins

Edward Jones

Melissa King

Kenneth Lawler  
Jessy Lemieux  
Maria Lopez  
Michael Mayne

Kenny Melancon

Stacy Meyer

Girija Raghavan

David Smith

Shalita Tillman

Anna Tolstova

Abena Wahab

Kay Dee Yarbrough