Source: https://www.valleycollege.edu/about-sbvc/campus-committees/program-review/needs-assessment.php

Resource Requests

- Resource Requests (Previously Needs Assessment)
- Agendas & Minutes (2021-Present)
- Program Review Archives (2012-2021)
- Current Committee Members
- CurrIQunet Meta

The Program Review Committee conducts an annual campus-wide survey of resources requested as part of the All Services and Programs Institutional Resources & Engagement (ASPIRE) process. The Resource Request component of the ASPIRE process focuses on growth items in the areas of budget, equipment, facilities, technology, classified professionals, and faculty. The Program Review Committee gathers requests campus-wide and scores requests based on an established rubric. After discussing and ranking all requests according to score, the list of recommended prioritized requests is shared with College Council and the President's Cabinet, who ultimately decide which requests to fund.

Resource Request Process

Please note that we are revising our resource requests process as campus procedures and structures change, so this represents our process for Fall 2023/ Spring 2024 Resource Requests.

The Program Review Committee uses a **Resource Request Prioritization Rubric** to create a prioritized request list to recommend to college funding decisi makers.

2023-2024 ASPIRE & Resource Requests Timeline

Date	Event or Deadline	Time	Location
8/10/23	ASPIRE Process with Resource Requests Opening Workshop	9:00 – 11:30 am	B100
8/18/23	Using META to submit ASPIRE & Resource Requests Workshop	9:00 – 10:30 am	LIB-109 & Zoom
9/15/23	Connecting with the College Mission, Vision, and Values Workshop	9:00 – 10:30 am	B-100
9/29/23	Using Data to Conduct a Program SWOT Analysis Workshop	9:00 – 10:30 am	Zoom
10/20/23	SWOT Informed Goals and Planning Workshop	9:00 – 10:30 am	B-100
11/17/23	Submitting Resource Requests through ASPIRE Workshop	9:00 – 10:30 am	Zoom
1/10/24	ASPIRE + Resource Requests Final Workshop	12:30 – 3:00 pm	B-100
1/17/24	Resource Requests due in META	5 pm	META
1/18/24	Resource Requests sent to Deans for Division Review and Program Review for prioritizing requests		Available in META
2/16/24	Optional Listening Session: 3 minutes to share information with the Program Review Committee regarding requests	9:00 – 10:30 am*	PCR
2/28/24	Division rankings due to Program Review Committee	12:00 noon	Email to co-chairs
3/1/24	Optional Listening Session: 3 minutes to share information with the Program Review Committee regarding requests	9:00 – 10:30 am*	PCR
3/15/24	Prioritization of requests is finalized by Program Review Committee and submitted to President's Cabinet, College Council, Academic Senate, Managers, and Department Chairs		
TBD	College Council completes funding process		
TBD	Funding results are reported to Academic Senate, Managers, and Department Chairs		

*Please notify Program Committee Chairs by Monday prior of plans to present during a listening session so the committee can best plan our agenda

Resource Request Submission Notes

- Departments may make more than one request in each category. Please provide the total cost associated with all requests and detail individually requested items with corresponding budget in the request justification field.
- Estimated Cost for faculty and classified professionals must be provided with the request to the committee - please work with your Dean to identif this cost and include it in your request.
- Include in estimated cost for equipment, facilities, and technology any long-term costs (i.e., license renewal), as applicable.
- Facilities & Technology Requests should be reviewed by the Facilities & Safety Committee or Technology Committee prior to submission to Progran Review.

Support for Writing Resource Requests

- Strategic Directions and Goals

- Object Codes
- New Object Code Additions/Deletions for 2019-20
- Object Code Guidelines
- California Community College Chancellor's Office Datamart
- California Community Colleges Student Success Scorecard
- SBCCD Data Dashboard Fill Rate
- SBCCD Data Dahsboard Full-Time to Part-Time Ratio

Other Resources

CTE Labor Market Information (LMI): CTE programs must request LMI data from the Inland Empire/Desert Regional Consortium for Inland Empire and Desert Community Colleges. The request form can be accessed at this site: https://www.desertcolleges.org/lmi/index.php

SLO/SAO: Information on your program's SLOs or SAOs are found in the SLO Cloud. This is accessed through WebAdvisor or directly through the Faculty Resource page on the college website.

Program EMPs: All programs are required to update their Educational Master Plan (EMP) narrative each fall, based on annual data and new or emergin goals. Please use your *current* EMP in writing Needs Assessments. However, historical EMPs can be found on the College Planning Documents page maintained by the Division of Research, Planning, and Institutional Effectiveness.

Research Requests: A link to the research request form can be found on the main webpage of the Division of Research, Planning, and Institutional Effectiveness. Deadlines to submit requests for needs assessment or efficacy are generally noted at the time those documents are sent to programs by th committee.

Previous Year Archive

Needs Assessment 2022-2023

*Requests are due the committee by **November 2, 2022.** See the Needs Assessment Pack or Forms for complete timeline.*

2022-2023 Needs Assessment Form and Instructions

2022-2023 Division Rankings Form

2022-2023 Needs Assessment Packet- This .pdf file contains Needs Assessment updates, guidelines, timeline, and forms.

2021-2022 Needs Assessment Rankings with Scores & Funding - This file contains the 21-22 Program Review Committee Rankings, Scores, and funding status.

Every attempts has been made to accurtely cross reference and update the list with funding information received from the VPAS and Divisions. However, changes can occur and you may wish to confirm funding for you areas.

If you are considering rolling over last year's requests, the score from this list would carry over to 22-23.

VPAS Office 21-22 Needs Funding List - Funding list received for the VPAS Office

Look Up Fill Rate Fill Rate = The percentage of available seats filled by students.

Look Up FTEF Rate FTEF = Full Time Equivalent Faculty and represents the number of full time equivalent faculty needed to teach all courses offered in a department.

For additional historical information, please refer to the archive.

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Complaint Procedure

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