



ASPIRE Workshop 2

Goals

Resources

Submitting

December 5, 2025

Planned Agenda

-  Welcome & Framing
-  Goals & Planning
-  Resource Requests
-  Submitting in META
-  Cool Tips + Q&A

Six-Year ASPIRE Cycle



During the initial year, we spend time developing a description of the program or area and considering how it serves the mission, vision, and values of the college.

Each year's review consists of a SWOT analysis evaluating internal strengths and weaknesses while considering external opportunities and threats specific to the central focus for the year, followed by an update of goals and planning. We close by sharing program highlights from the previous year in the form of TOASTS: triumphs, outcomes, analysis, spotlights, or trainings.

Goals & Planning: Driving Questions

- Now that you've completed your SWOT analysis with respect to demand and currency:
 - Reflect on your analysis
 - What are your plans for your program?
 - What are your program's goals for next year?
 - Do these items align: SWOT, planning, goals?
 - What resources do you need to achieve your planning and goals?

Goals & Planning

1. Review the SWOT Analysis

- Review the SWOT analysis for your program/department.
- Ensure that you have identified all relevant strengths, weaknesses, opportunities, and threats.
- Get curious! What do you notice? What stands out?

2. Identify and Prioritize Program Goals

- Determine overarching goals for your program. These should align with the program's purpose (review your Program Overview from Year 1) and address key findings from the SWOT analysis.
- Your goals should be SMART—specific, measurable, achievable, relevant, and time-bound—and provide a clear and quantifiable direction for your program.
- Once your goals are established, prioritize them, considering importance and feasibility. Focus on a limited number of high-priority goals to ensure resources and efforts are concentrated effectively.

Goals & Planning

3. Develop an Action Plan

- Create a detailed action plan for each goal.
- Outline the specific steps, responsible parties, *needed resources*, and timelines for achieving the goals.
- Action plans ensure that the goals are translated into actionable tasks.

Goals & Planning

4. TOASTS

- Tell about: Outcomes, Analysis, Spotlights, Triumphs, Strategies

SLO, PLO, or SAO Outcomes:

Are your outcomes assessed regularly as per the Outcomes Handbook?

- Yes
- No
- N/A

Instructional Programs:

Is your curriculum current?

- Yes
- No
- N/A

CTE Programs:

Is there continuing demand for the program?

- Yes
- No
- N/A

Does the program quality meet industry standards?

- Yes
- No
- N/A

Goals & Planning

5. Request Resources

- *This is a separate step in Meta.*

☰ Form Sections ×

Proposal Resources

Co Contributors

Cover
Last Updated: 10/27/2025 4:38:43 PM by Melissa King

Program Overview - Year 1

Program Overview - Year 2
Last Updated: 10/27/2025 4:32:22 PM by Melissa King

Program Overview - Year 3
Last Updated: 10/27/2025 6:00:28 PM by Melissa King

Resource Requests
Last Updated: 10/27/2025 5:59:28 PM by Melissa King

Supporting Documents

Codes and Dates



Resource Requests in General

1. Funds for Program Review one-time resource allocations (equipment and ***one-time*** budget modifications) come from projected annual budget “surplus” and should be spent in the year they are allocated. SBVC has college-based control over these funds so long as they are spent in the same fiscal year.
2. Funds for *all* positions are general fund dollars and *must* be coordinated with District based on budget projections into the future.
3. Not every request for resources should come to Program Review or be included in the ASPIRE process. Only those requests that are tied to program growth and Goals & Planning should be included. Replacement of equipment, permanent budget increases or augmentations, vacancies of existing positions, etc. *are not* considered part of the Program Review resource request and allocation process.
4. The requests programs make via the ASPIRE process must be tied to their SWOT-informed goals and planning sections. Be sure to directly link your request(s) to evidence/justification in your SWOT, goals, and planning areas. Draw upon that information to support your request.

Resource Requests in **ASPIRE**

1. The requests programs make via the ASPIRE process must be tied to their SWOT-informed goals and planning sections. Be sure to *clearly and directly* link your request(s) to evidence/justification in your SWOT, goals, and planning areas. Draw upon that information to support your request.
2. Keep in mind that your requests will be downloaded into a separate document for dissemination to deans, Cabinet, College Council, etc. Therefore, you'll need to include the important information mentioned in #1 above in the Resource Request section in META.
3. Provide details regarding “total cost of ownership”. For example, if you're requesting one-time funds to purchase equipment with installation fees associated with it, you'll need to request the *total* amount for both the equipment and the installation.

Revised Resource Request Ranking Rubric

Q1 Program request clearly supports SBVC's mission, vision, and values (ASPIRE Part 2)

1	2	3	4	5	6	7	8	9	10
Request aligns minimally with some combination of SBVC's mission, vision, and values				Request aligns with most aspects of SBVC's mission, vision, and values			Request clearly aligns with all aspects of SBVC's mission, vision, and values		

Q2: Program's Request Clearly Supported by the Strengths, Weakness, Opportunities, & Threats, and is identified in Planning & Goals (ASPIRE Parts 3 & 4)

1	2	3	4	5	6	7	8	9	10
Request is minimally supported by evidence from SWOT analysis				Request is moderately supported by evidence from SWOT analysis			Request is well supported by evidence from SWOT analysis		

Revised Resource Request Ranking Rubric

Q3: Provide an analysis and evaluation of the request's impact, directly or indirectly, on student success and/or satisfaction. Recommended data points might include campus climate surveys, success/retention of population served compared to general population, outcomes assessment, or student feedback.

1	2	3	4	5	6	7	8	9	10
Request is minimally supported by data and evidence				Request is moderately supported by data and evidence			Request is well supported by data and evidence		

Q4: Current Employee Levels vs. Recommended Employee Levels

Non-Instructional Areas: Minimum required/recommended staff to student ratio or other similar metric (e.g., number of recommended custodians or groundkeepers per sq. ft.) vs current ratio. Recommended sources might include [CCR Title 5, Division 6](#), external accrediting bodies, comparison with other Community Colleges, and/or other reliable authorities.

Using META

1. Visit <https://valleycollege.curriqunet.com/>
2. Log in using SBVC credentials
3. “Create Proposal”
4. Program Review Year 3
 - Division, Program, Title
 - Create Proposal
5. Program Overview – Year 3
 - SWOT relating to demand & currency
 - Goals
 - Planning

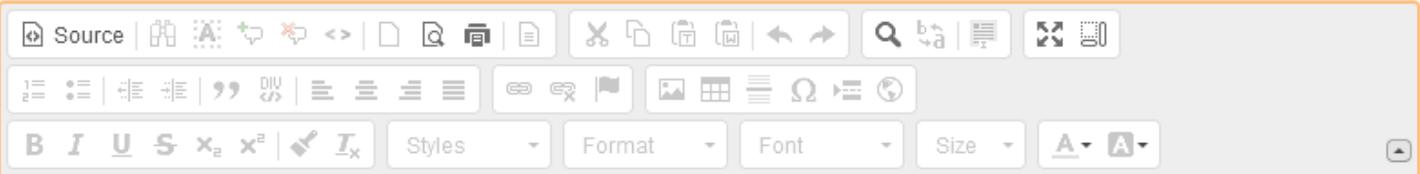
Goals & Planning in META

 Status: Draft

Proposal Resources	
Co Contributors	
Cover	
Program/Area Overview - Year 1	
Resource Requests	
Supporting Documents	
Codes and Dates	

Goals*

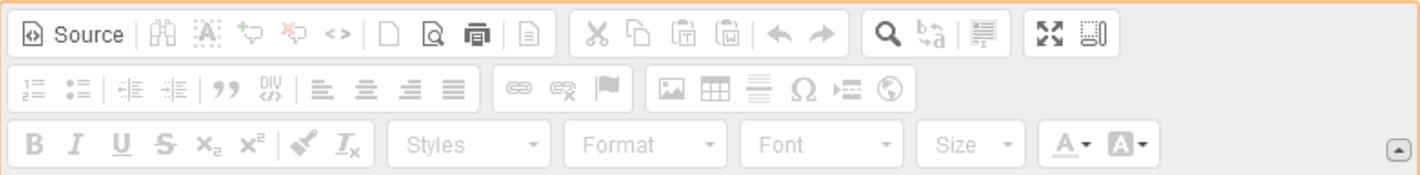
List below the department's 5-year goals



Words: 0, Characters: 0

Planning*

How can department planning utilize strengths and opportunities to mitigate weaknesses and threats? Planning goals will be updated annually. Suggested length 3-5 planning goals targeting most impactful areas



Words: 0, Characters: 0

Resource Requests in META

Resource Requests

Do you want to request resources? Yes

How does the department and the request(s) align with the Mission, Vision, and Values of the College?

body Words: 0, Characters: 0

Requests

- Equipment

Amount Requested

Referencing the department's data and planning documents provide a rationale each item requested.

- **Resource Requests**
- Request resources? Yes/No
- How do requests align with dept. serving college mission, vision, values?
- Equipment, Facilities, Tech, Budget?
- Personnel: Faculty, Classified?
- Amount requested
- Referencing data & planning, provide rationale for request

Reminders

- Provide us with feedback on this survey: [ASPIRE Workshop Feedback Form](#)
- Priority Submission Deadline: Friday Dec. 19th
- Straggler's Day Workshop: Thursday Jan. 15th
- FINAL Submission Deadline: Friday Jan. 23rd

