Fall 2021 Comprehensive Program and Area Review (PAR):

Student Services Areas

Dear Chabot Community,

Welcome to Fall 2021! This is the electronic template for the **Student Services Fall 2021 Comprehensive PAR.** We encourage you to work together with your program or service area to complete these questions collaboratively. One way to facilitate real-time collaboration is to upload these questions into a google doc. Please submit this completed template with attachments to your Dean/Director/Manager by **10/11/21**. Your Dean/Director/Manager will provide you with feedback and then you will enter the information on this template (and attachments) into Qualtrics by **10/25/21**. Importantly, your PAR is NOT complete until you submit your responses on Qualtrics.

Please reach out to the PAR shared governance committee if you have any questions about filling out your Fall 2021 PAR! Co-Chairs: Deonne Kunkel Wu dkunkelwu@chabotcollege.edu and Cynthia Gordon da Cruz cgordondacruz@chabotcollege.edu.

Background Information:

- What organizational unit does your program/area belong to?

  ___Academic Services
  ___Administrative Services
  _x_ Student Services
  ___Office of the President

- Name of your Program, Discipline, Area or Service:

  Student Life Office

- Name(s) of the person or people who contributed to this review:

  Arnold Paguio, Vanessa Morales, Linda Emanuele, Melissa Bailey, Theresa Pedrosa, Mary Ann Nadonza

- What division does your Program/Area reside in?

  ___Academic Pathways and Student Success
  ___Applied Technology and Business
  ___Arts, Media, and Communication
  ___Counseling
  ___Health, Kinesiology and Athletics
  ___Language Arts
  ___Science and Mathematics
  ___Social Sciences
  ___Special Programs
  _x_ Student Services

Status of Program Goals from Prior Comprehensive PAR Cycle

- Please refer to the goals/new initiatives you established in the last comprehensive PAR cycle. The last comprehensive PAR was written in Fall 2017 to plan for 2018-19; 19-20; and 20-21. If you need a reminder of your goals, you can access them in the PAR App Program Review Reports.
  Click on:
  - PAR App Program Review Reports.
  - Then "Select Academic Year" on the top (choose 2018-19)
  - Then "Submissions" (in the left hand toolbar)
  - Then find your area and click "View" in the right most column
  - For **Academic Areas**, find question 8: "Reflecting on your answers to questions 1-7, what are your top goals (no more than 5) for the next three years?"
  - For **Service Areas**, find question 8: "Reflecting on your answer to questions 1-7, what new initiatives (no more than 5) do you propose for the next three years?"
  - For **Administrative Areas**, find question 9: "Reflecting on your answers to questions 1-8, what are your top goals (no more than 5) for the next three years?"

You should be able to see what you submitted as goals in the last comprehensive PAR. Please note that the "goals" you established are distinct from the outcomes for your service area (SAOs) or program area (PLOs). In general, SAOs and PLOs tend to be enduring and overarching aims for your service/program, whereas the goals for a comprehensive PAR year are more specific, are expected to be completed over the PAR cycle, and are often part of a concrete action plan to reach your overarching and enduring SAOs and PLOs. For example, one of the Learning Connection's SAOs is: "Students from diverse backgrounds and with diverse learning needs will receive tutoring that improves their abilities to complete assignments, study, and/or succeed in their courses." This is an enduring aim that is unlikely to change from PAR cycle to PAR cycle. A PAR goal for the Learning Connection might be to refine the student diversity and antiracist tutoring practices training for incoming tutors. This goal is specific, expected to be completed over the PAR cycle, and supports their SAO (if incoming tutors are trained in antiracist tutoring practices, they will be well-equipped to support students with diverse learning needs).

Goal from Previous Cycle	Status of Goal	Outputs or measures (e.g students served, program change made, etc.) Please explain.
1. Increase ways to send mass communication to students	____Achieved **x** In Progress ____Not achieved but still relevant ____Not achieved and no longer relevant	Number of available platforms for communication to students. Engagement on various platforms (read rates, responses, etc.)
2. Provide more online resources	____Achieved **x** In Progress ____Not achieved but still relevant ____Not achieved and no longer relevant	Number of services provided online for students.
3.	____Achieved ____In Progress ____Not achieved but still relevant ____Not achieved and no longer relevant	
4.	____Achieved ____In Progress ____Not achieved but still relevant ____Not achieved and no longer relevant	

5.	____Achieved ____In Progress ____Not achieved but still relevant ____Not achieved and no longer relevant	

Service Area Outcomes

All service areas are required to have two or more service area outcomes (SAOs). These SAOs should be publicly posted on your service's website. In general, SAOs (as with PLOs) tend to be enduring and overarching aims for your service area/program. (As noted above, SAOs are distinct from the goals created for a comprehensive PAR year which are more specific, are expected to be completed over the PAR cycle, and are often part of a concrete action plan to reach your overarching and enduring SAOs and PLOs.)

There is more than one type of SAO.
1. **Learning Outcomes**
   - For services areas that directly serve *students*, SAOs are often stated in terms of *student learning outcomes*.
     - ➤ Example: "Students will demonstrate basic knowledge of financial aid principles, rules, and regulations."
   - For services areas that directly serve *Chabot employees*, SAOs could be stated in terms of what Chabot employees will learn or gain from the service.
     - ➤ Example: Employees will demonstrate basic knowledge of HR policies and procedures for taking time off and accessing benefits.

2. Outcomes that measure the Quality of Key Functions, Services and Processes
   - SAOs can also be defined as statements that describe the desired *quality* (timeliness, accuracy, responsiveness, etc.) of *key functions, services, and processes* within the service area unit.
     - ➤ Example: The Office of XYZ will accurately respond to student inquiries about ABC within seven days.
     - ➤ Example: Campus employees will receive mail in a timely and accurate manner.

3. **Outcomes that Promote Campus-Wide Functions & Enhance the Achievement of the College Mission**
   - Outcomes can also articulate what the services are intended to promote (e.g., understanding, knowledge, awareness, appreciation, etc.). The things services promote should be associated with operating procedures or services that promote achievement of the college mission.
     - ➤ Example: The Office of Institutional Research will provide the Chabot community with data to promote inclusive excellence in support of equity.

Citations: Howerton, C. (2017). WCC Service Area Outcomes Workshop; Hartnell College Service Area Outcomes Guide (Accessed 2021); Imperial College Service Area Outcomes (Accessed 2021); Mendocino Service Area Outcomes Revisions (Accessed 2021).

- What data* does your service area regularly collect and store in Banner or some other campus storage system?
  *Examples of data include (but are not limited to): number of students served, number of cases packaged, number of services provided, etc. For example, the Office of Institutional Research collects data on how many research and survey requests we process per year. (Understanding the data that currently exists will help to determine what assessments are possible to complete for your area.)

  Records of activities by student organizations (room reservations, funding requests, financial transactions, etc.). Data on scholarship applications (i.e. number of accounts created, number of

applications started and completed). Academic success rates (GPA, graduation, etc.) for club officers.

- Does your service area have two or more SAOs?
  __**x**__ Yes
  _____No

If not, please explain why.

- Are your service area's SAOs publicly posted on your website?
  _____Yes
  __**x**__ No
If not, please explain why.

For service areas that directly serve students, often the SAOs will be connected to Chabot's Institutional Learning Outcomes (ILOs). ILOs are the institution-wide outcomes that Chabot is aiming for all students to reach, regardless of which certificate, degree or education goal they are pursuing. Chabot's ILOs include: critical thinking, communication, civic & global engagement, information & technological literacy, and development of the whole person. Descriptions of the ILOs are listed on the Outcomes and Assessment webpage. For service areas that do not directly serve students, think about how your service might provide resources that other Chabot employees might utilize to support ILO development. For example, Institutional Research provides data on the assessment of all the ILOs, thus *indirectly* supporting the development of all of the ILOs. In the chart below, please: 1) write down at least two SAOs for your area (feel free to write more!); 2) check off which ILOs your SAOs are directly or indirectly connected to, and 3) briefly explain how your SAOs support Chabot's mission, vision or values.

Service Area Outcomes (SAOs)	Which Institutional Learning Outcomes are your SAOs connected to? *Note: for service areas that do not directly serve students, it is okay to check off ILOs that your service area indirectly supports.*	**Briefly** describe how your SAO supports the college mission, vision or values (1-2 sentences).
Support student leaders in running and leading student organizations	__**x**__ Critical Thinking __**x**__ Communication __**x**__ Civic & Global Engagement __**x**__ Information & Technological Literacy __**x**__ Development of the Whole Person	Student organization activity engages students in pursuing their interests, interacting with the community, utilizing technology, and growth as a leader.
Provide effective services and resources for student organizations	_____Critical Thinking _____Communication	Constant review of resources and implementation of new and

	__x__ Civic & Global Engagement __x___ Information & Technological Literacy _____Development of the Whole Person	improved resources allows us to provide better support for student organizations and do a better job of meeting their needs.
Provide accessible scholarship opportunities and processes for students	__x__ Critical Thinking __x__ Communication _____Civic & Global Engagement __x__ Information & Technological Literacy __x__ Development of the Whole Person	In addition to being a resource to students, scholarship applications serve as a tool for students to express themselves, explore their accomplishment and challenges, as well as articulating goals for the future.
4.	_____Critical Thinking _____Communication _____Civic & Global Engagement _____Information & Technological Literacy _____Development of the Whole Person	

Service areas are required to assess at least two SAOs per comprehensive PAR cycle. Many service areas listed their service area outcomes in the PAR planning for 2019-20 (Question 1) and many reported back on assessment of their SAOs in the PAR planning for 2020-21 (Question 3). You can access your previous responses in the PAR App Program Review Reports.

> Click on:
> - PAR App Program Review Reports.
> - Then "Select Academic Year" on the top (choose 2019-20 to see what you previously reported as your SAOs or choose 2020-21 to see what you previously reported with regard to assessment)
> - Then "Submissions" (in the left hand toolbar)
> - Then find your area and click "View" in the right most column
> - Go to Question 1 in the 2019-20 report, "Please complete Service Area Outcome forms for your area" and/or Question 3 in the 2020-21 report, "Did you assess any Service Area Outcomes in 18-19? If so, please complete the Service Area Outcome Forms for your area."

- Were at least two of your SAOs assessed since the previous comprehensive PAR?
  __x___Yes
  _____No

If not, then please explain why.

_____

_____

- Please share the results of the most recent SAO *assessments** you have completed since the previous comprehensive PAR in the chart below (e.g., any assessment results from 2017-18, 2018-19, 2019-20, or 2020-21). (Remember that at least two SAOs must be assessed per PAR cycle.)
  *By assessment, we mean utilizing data (e.g., # of students served, documented impacts on students, survey responses or other feedback from community members, etc.) that help you understand how effectively you are

accomplishing the overall SAO/service mission of your area and/or what modifications to your work would further support reaching your SAOs.

Example: Here is the survey analysis that the Office of Institutional Research did for assessment of SAOs. OIR designed survey questions for users of the service to provide feedback on SAOs. (i.e. measure how effectively we are meeting our SAOs and gathering feedback to improve). For example, one of OIR's SAOs is to "Provide the Chabot community with data for inclusive excellence in support of equity." Therefore, the annual OIR user survey asks Chabot community members who use OIR's services if the data they received assisted them in making decisions that move students toward equity.

Service Area Outcome	Method of Assessment (e.g. survey, data collected by IR, data collected by the area)	Date (academic year) of Assessment	Assessment Results or Lessons Learned
Support student leaders in running and leading student organizations	___Survey ___Data Collected by IR __x_ Data Collected by your area ___Other _____	20-21	Total number of clubs is generally steady with a one-year dip. Overall club activity is rising.
Provide effective services and resources for student organizations	___Survey ___Data Collected by IR __x_ Data Collected by your area ___Other _____	20-21	Updating of forms and streamlining of processes aligns with increase in use of services.
Provide accessible scholarship opportunities and processes for students	___Survey ___Data Collected by IR __x_ Data Collected by your area ___Other _____	20-21	Move to online significant increases in completed applications and number of unique students awarded. Number of attempted applications also continues to rise.
4. *(optional)*	___Survey ___Data Collected by IR ___Data Collected by your area ___Other _____		

- Assessing SAOs has led to improvements in my area.
  - ___Strongly disagree
  - ___Somewhat disagree
  - __x_ Neither agree nor disagree

____Somewhat agree
____Strongly agree

Institutional Supports, Barriers and Data

Reflect on your experiences, data, and/or previous program reviews and consider what work in your discipline/service area you are most proud of and what problems remain a major challenge. Then respond to the following questions:

- What institutional-level supports or practices were particularly helpful to **your program or area** in reaching its PAR Goals, SLOs, PLOs, SAOs, and/or the college mission?

  Work to align outreach efforts has allow more opportunities to promote. Efforts to improve onboard processes support student involvement and co-curricular activity.

- What institutional-level barrier or challenges prevented or hindered **your program or area** from reaching its PAR Goals, SLOs, PLOs, SAOs, and/or the college mission?

  Lack of streamlined mass communication to students contributes to a lack of awareness of our area.

- What institutional-level supports or practices do employees in your program/area believe are particularly helpful **to students** in reaching their educational milestones and/or goals? (i.e., from your vantage point, what does Chabot do for students that we should **keep** doing?)

  Student activity and engagement is strongly encourages in many areas of the college.

- What institutional-level barriers or challenges do employees in your program/area believe are a hindrance **to students** in reaching their educational milestones and/or goals? (i.e., from your vantage point, what does Chabot do that we should **stop** doing or **change** to better support our students?)

  Streamlined processes and more avenues for communicating with students.

- The Office of Institutional Research strives to continually improve representation in our data. Currently, we have a [dashboard on course enrollments and success rates](#), which can be disaggregated by race/ethnicity, gender, and part-time/full-time status. What other student group(s) would you like to be able to disaggregate by in the dashboard? How will this disaggregation promote Chabot's mission? (Please keep in mind we will need to build further disaggregation into the dashboard over time and we will work in the order that is possible to do based on data availability and for which there is the most interest in Chabot campus community.)

  None at this time. Internally the Student Life office needs to be able to identify what students we are serving.

Staffing Analysis

In this section you will analyze trends in staffing, technology, and facilities.

Staffing	Current # (Fall 2021)	How has staffing for this group changed in the last 3 years (decrease, flat, increase)
Full-time Faculty	0	___Decreased __x__ Stayed roughly the same ___Increased
Part-time Faculty	0	___Decreased __x___Stayed roughly the same ___Increased
Full-time Classified Professionals	1	___Decreased ___x__ Stayed roughly the same ___Increased
Part-Time permanent or Hourly Classified Professionals	1	___Decreased __x__ Stayed roughly the same ___Increased
Student Employees	1	__x___Decreased ___Stayed roughly the same ___Increased
Independent Contractors/Professional Experts	0	___Decreased __x__ Stayed roughly the same ___Increased

If you have data on the total number of students served in your area or total number of services provided, then compare changes over the past three years in students served/services provided with changes in staffing in this same time period. What do you notice?

No data available

Compare the representation of DI populations in your program's/area's staffing (faculty, classified professionals, and administrators) to the representation of DI populations in the students you serve. What do you notice? If there is a gap in representation between students and the Chabot professionals who serve them, how has your program/area addressed that gap?

No data available

Technology
- The **technology** in our program/area is sufficient to support student learning and/or carry out our program/area outcomes and goals.

  x Strongly disagree
   Somewhat disagree
   Neither agree nor disagree
   Somewhat agree
   Strongly agree

If you strongly disagree or somewhat disagree, please explain. (optional)

Technology to make service remote accessible and paperless forms would significantly improve our ability to serve student leaders and student organizations.

Facilities
- The **facilities** in our program/area are sufficient to support student learning and/or carry out our program/area outcomes and goals.
   x Strongly disagree
     Somewhat disagree
     Neither agree nor disagree
     Somewhat agree
     Strongly agree

If you strongly disagree or somewhat disagree, please explain. (optional)

Facilities provided are minimal to allow staff to work but providing nothing the specifically supports services and resources offered.

Professional Development
- In general, **Faculty members** in my program/area regularly participate in professional development activities offered **by/at Chabot.**
     Strongly disagree
     Somewhat disagree
     Neither agree nor disagree
     Somewhat agree
     Strongly agree
   x Not applicable (no faculty in service)

- In general, **Classified Professionals** in my program/area regularly participate in professional development activities **offered by/at Chabot.**
     Strongly disagree
     Somewhat disagree
     Neither agree nor disagree
   x Somewhat agree
     Strongly agree

- In general, **Faculty members** in my program/area regularly participate in professional development activities offered **outside of Chabot.**
     Strongly disagree
     Somewhat disagree
     Neither agree nor disagree

      Somewhat agree

      Strongly agree

x   Not applicable (no faculty in service)

- In general, **Classified Professionals** in my program/area regularly participate in professional development activities offered **outside of Chabot.**
        Strongly disagree
   x   Somewhat disagree
        Neither agree nor disagree
        Somewhat agree
        Strongly agree

- How did these professional development experiences contribute to improving your program/area, equity, and/or student learning and achievement?

  Professional development on equity issues and technology were particularly helpful.

Equity in Access to Services

- What barriers, if any, make it difficult for students (or Chabot community members) to access your service? Are there any barriers that could be disproportionately experienced by people from a particular demographic group (e.g., racial/ethnic, age, disability status, parents, etc.)

  Student activities in general supports those with privilege such as multi generation college families, students from high schools with more activities and services, students who can afford to go to school and not work, etc. Student Life will always need to be proactive in creating opportunities for marginalized populations.

- Can students access your services: 1) during the day or 2) in the late afternoon/evening/weekend or 3) online? What changes would be needed to ensure access for students in all three scenarios?

  Increasing online resources is the biggest area of need. Online forms and video trainings are the next steps in improving this area.

- Are there any services your area provides to students or the college for which there is a particularly long wait time? If yes, which services? What creative low-cost ideas do you have for how to decrease wait time for access to your services?

  Processing financial requests and other documents. Again, paperless online processes would greatly improve these issues

Planning

Program/Area Goals: Please reflect on: 1) all the data you have reviewed, 2) the questions you have answered in this comprehensive PAR template, and 3) the various college planning documents (e.g., shorter term planning documents like the College's Planning Priorities (PRAC will post when complete), President's College Planning Initiatives, and Strategic Plan, all of which lead into the long-range planning document, the Educational Master Plan). Utilize your reflections, along with college planning documents, to develop 1-3 Goals to work on up through the next comprehensive-year PAR cycle. What are the anticipated *outputs** and *outcomes*** of your

goals? How do your goals align with the Educational Master Plan (EMP)? Do your goals support the success of any DI Groups? Do your goals support any of the Student Centered Funding Formula (SCFF)*** metrics?
*outputs: direct short-term results like # of students served, workshops held, etc.
**outcomes: longer-term results like course success rates or degrees earned
***The Student Centered Funding Formula is the way all CA CC districts will be funded once the "hold harmless" period of funding expires.

Remember: Whereas **SAOs/PLOs** tend to be enduring and overarching aims for your service/program, the **goals** for a comprehensive PAR year are more specific, are expected to be completed over the PAR cycle, and are often part of a concrete action plan to reach your overarching and enduring SAOs/PLOs. For example, one of the Learning Connection's SAOs is to "provide effective academic support to students with diverse learning needs." This is an enduring aim that is unlikely to change from PAR cycle to PAR cycle. A PAR goal for the Learning Connection might be to refine the student diversity and antiracist tutoring practices training for incoming tutors. This goal is specific, expected to be completed over the PAR cycle, and supports their SAO (if incoming tutors are trained in antiracist tutoring practices, they will be well-equipped to support students with diverse learning needs).

Goal	Briefly describe the expected *outputs* (e.g., direct short-term results like # of students served, workshops held, etc) or *outcomes* (e.g., longer-term results like course success rates or degrees earned) for your goal.	EMP Alignment	Equity DI Group Alignment	SCFF Metric Alignment
Increased club activity	-successful club registration - more club events - club fundraising activities - utilizing club funds	____Equity ____Access ____Pedagogy and Praxis __x__ Academic and Career Success __x__ Community and Partnerships	____African American/Black ____American Indian/Alaska Native ____Latinx ____Pacific Islander/Hawaiian ____Disabled ____Foster Youth ____LGBT ____DI Gender ____Other _____	__x__ Enrollment/FTES ____Transfer level English, math or ESL achievement __x__ Degree or certificate completion ____Transfer ____CTE Units __x__ Attainment of a Living Wage ____Supplemental Metric (Financial aid or AB 540) ____Other_____
Review of services and resources for clubs	Updates and improvements to resources, processes, etc.	____Equity ____Access ____Pedagogy and Praxis	____African American/Black ____American Indian/Alaska Native	__x__ Enrollment/FTES ____Transfer level English, math or ESL achievement

	• New resources	**x** Academic and Career Success ___Community and Partnerships	___Latinx ___Pacific Islander/Hawaiian ___Disabled ___Foster Youth ___LGBT ___DI Gender ___Other _____	**x** Degree or certificate completion ___Transfer ___CTE Units **x** Attainment of a Living Wage ___Supplemental Metric (Financial aid or AB 540) ___Other_____
More students taking advantage of scholarship offerings	- Number and percentage of completed applications - Number of registered applicants - Number of available scholarships	**x** Equity **x** Access ___Pedagogy and Praxis **x** Academic and Career Success ___Community and Partnerships	___African American/Black ___American Indian/Alaska Native ___Latinx ___Pacific Islander/Hawaiian ___Disabled ___Foster Youth ___LGBT ___DI Gender ___Other _____	**x** Enrollment/FTES ___Transfer level English, math or ESL achievement **x** Degree or certificate completion ___Transfer ___CTE Units ___Attainment of a Living Wage ___Supplemental Metric (Financial aid or AB 540) ___Other_____

Resource Requests

Contracts and Services Requests: Contracts and Services include things like equipment maintenance contracts, food vendors, external consultants or speakers. Criterion for distributing funding vary by committee (check out the Resource Allocation Rubrics available on PAR's website), but are consistently based on the Educational Master Plan, the College's Planning Priorities, and the President's College Planning Initiatives.

*Note: If your request is part of a larger project, please name the project and use the same project name for all requests related to the project so that committees can see the total cost of the project. We don't currently have a good system for different shared governance committees to come together and see the total cost of projects across resource requests that go to different committees. Adding this column to Program and Area Review is the *start* to figuring out a good process for this.

	Rank (1, 2, 3, etc. after all requests have been entered)	Project Name Use the same project name for all requests related to a large project or put 'individual request'	New, Updated, or Repeat Request	Vendor Name	Brief Job Description/Tasks	Justification BRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President's Planning Initiatives (2-3 sentences).	Length of Contract in Months (1, 2, 10, 12, etc.)	Year(s) Needed	Estimated Cost Per Year (Total $)
Item 1			___New ___Updated ___Repeat					___Annual ___2022-23 ___2023-24 ___2024-25	
Item 2			___New ___Updated ___Repeat					___Annual ___2022-23 ___2023-24 ___2024-25	
Item 3			___New ___Updated ___Repeat					___Annual ___2022-23 ___2023-24 ___2024-25	

Equipment Requests

Criterion for distributing funding vary by committee (check out the Resource Allocation Rubrics available on PAR's website), but are consistently based on the Educational Master Plan, the College's Planning Priorities, and the President's College Planning Initiatives.

*Note: If your request is part of a larger project, please name the project and use the same project name for all requests related to the project so that committees can see the total cost of the project. We don't currently have a good system for different shared governance committees to come together and see the total cost of projects across resource requests that go to different committees. Adding this column to Program and Area Review is the *start* to figuring out a good process for this.

	Rank (1, 2, 3, etc. after all requests have been entered)	Project Name Use the same project name for all requests related to a large project or put 'individual request'	New, Updated, or Repeat Request	Vendor Name	Brief Item Description	Justification BRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President's Planning Initiatives (2-3 sentences).	Quantity (1, 2, 10, 12, etc.)	Year(s) Needed	Estimated Cost Per Year (Total $)
Item 1			___New ___Updated ___Repeat					___Annual ___2022-23 ___2023-24 ___2024-25	
Item 2			___New ___Updated ___Repeat					___Annual ___2022-23 ___2023-24 ___2024-25	
Item 3			___New ___Updated ___Repeat					___Annual ___2022-23 ___2023-24 ___2024-25	

Facilities Requests

Criterion for distributing funding vary by committee (check out the Resource Allocation Rubrics available on PAR's website), but are consistently based on the Educational Master Plan, the College's Planning Priorities, and the President's College Planning Initiatives.

*Note: If your request is part of a larger project, please name the project and use the same project name for all requests related to the project so that committees can see the total cost of the project. We don't currently have a good system for different shared governance committees to come together and see the total cost of

projects across resource requests that go to different committees. Adding this column to Program and Area Review is the start to figuring out a good process for this.

	Rank (1, 2, 3, etc. after all requests have been entered)	Project Name Use the same project name for all requests related to a large project or put 'individual request'	New, Updated, or Repeat Request	Brief Item Description	Justification BRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President's Planning Initiatives (2-3 sentences).	Year(s) Needed	Estimated Cost Per Year (Total $)
Item 1			___New ___Updated ___Repeat			___Annual ___2022-23 ___2023-24 ___2024-25	
Item 2			___New ___Updated ___Repeat			___Annual ___2022-23 ___2023-24 ___2024-25	
Item 3			___New ___Updated ___Repeat			___Annual ___2022-23 ___2023-24 ___2024-25	

Human Resource Requests (e.g., Faculty, Classified, Administrative, Student Workers, etc.)

Criterion for distributing funding vary by committee (check out the Resource Allocation Rubrics available on PAR's website), but are consistently based on the Educational Master Plan, the College's Planning Priorities, and the President's College Planning Initiatives.

*Note: In the project name column, if your request is part of a larger project, please name the project and use the same project name for all requests related to the project. We don't currently have a good system for different shared governance committees to come together and see the total cost of projects across resource requests that go to different committees. Adding this column to Program and Area Review is the *start* to figuring out a good process for this.

	Rank (1, 2, 3, etc. after all requests have	Project Name Use the same project name for all requests related to a large project or	New, Updated, or Repeat Request	Classification	Position Title	Avg. hours per week (5, 20, 40, etc.)	Justification BRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President's	Year(s) Needed	Estimated Cost Per Year (Total $)

	been entered)	put 'individual request'					Planning Initiatives (2-3 sentences).		
Position 1	1		___New ___Updated _x_ Repeat	___Admin FT _x_ Classified FT ___Classified Hourly ___Classified PT ___Faculty FT ___Faculty PT ___Faculty F-hour ___Faculty Reassign ___Student Hourly ___Other _____	Student Life Program Coordi nator	40	Coordinate mass communication efforts with students. Provide support and training to student organization leaders and advisors	_x_ Annual ___2022-23 ___2023-24 ___2024-25	$63,175
Position 2			___New ___Updated ___Repeat	___Admin FT ___Classified FT ___Classified Hourly ___Classified PT ___Faculty FT ___Faculty PT ___Faculty F-hour ___Faculty Reassign ___Student Hourly ___Other _____				___Annual ___2022-23 ___2023-24 ___2024-25	
Position 3			___New ___Updated ___Repeat	___Admin FT ___Classified FT ___Classified Hourly ___Classified PT ___Faculty FT ___Faculty PT ___Faculty F-hour ___Faculty Reassign ___Student Hourly ___Other _____				___Annual ___2022-23 ___2023-24 ___2024-25	

- The Faculty Prioritization Committee requires a completed **Faculty Prioritization Form** if you are requesting a full-time faculty position. There will be a spot on Qualtrics to upload this completed form. In the meantime, please just submit the completed form to your dean/manager when you turn in this template on **10/11/21**.

- The Classified Prioritization Committee requires a completed **Classified Professional Prioritization Form**. There will be a spot on Qualtrics to upload this completed form. In the meantime, please just submit the completed form to your dean/manager when you turn in this template on **10/11/21**.

Professional Development, Travel, and Conferences

Criterion for distributing funding vary by committee (check out the Resource Allocation Rubrics available on PAR's website), but are consistently based on the Educational Master Plan, the College's Planning Priorities, and the President's College Planning Initiatives.

*Note: In the project name column, if your request is part of a larger project, please name the project and use the same project name for all requests related to the project. We don't currently have a good system for different shared governance committees to come together and see the total cost of projects across resource requests that go to different committees. Adding this column to Program and Area Review is the *start* to figuring out a good process for this.

	Rank (1, 2, 3, etc. after all requests have been entered)	Project Name Use the same project name for all requests related to a large project or put 'individual request'	New, Updated, or Repeat Request	Brief Description (1-2 sentences)	What Type of PD Request?	Justification BRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President's Planning Initiatives (2-3 sentences).	Number of Attendees (1, 5, 10, etc.)	Year(s) Needed	Estimated Cost Per Year (Total $)
Request 1			___New ___Updated ___Repeat		___In-person conference with travel ___Online conference/webinar ___On-Campus Training ___On-Campus Speaker ___Other _____			___Annual ___2022-23 ___2023-24 ___2024-25	

| Request 2 | | | ___New
___Updated
___Repeat | | ___In-person conference with travel
___Online conference/webinar
___On-Campus Training
___On-Campus Speaker
___Other
_____ | | | ___Annual
___2022-23
___2023-24
___2024-25 | |
| Request 3 | | | ___New
___Updated
___Repeat | | ___In-person conference with travel
___Online conference/webinar
___On-Campus Training
___On-Campus Speaker
___Other
_____ | | | ___Annual
___2022-23
___2023-24
___2024-25 | |

Supplies Requests

Criterion for distributing funding vary by committee (check out the Resource Allocation Rubrics available on PAR's website), but are consistently based on the Educational Master Plan, the College's Planning Priorities, and the President's College Planning Initiatives.

*Note: In the project name column, if your request is part of a larger project, please name the project and use the same project name for all requests related to the project. We don't currently have a good system for different shared governance committees to come together and see the total cost of projects across resource requests that go to different committees. Adding this column to Program and Area Review is the *start* to figuring out a good process for this.

	Rank (1, 2, 3, etc. after all requests have been entered)	Project Name Use the same project name for all requests related to a large project or put 'individual request'	New, Updated, or Repeat Request	Brief Item Description (1-2 sentences)	Justification BRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President's Planning	Quantity (1, 2, 10, 12, etc.)	Year(s) Needed	Estimated Cost Per Year (Total $)

						Initiatives (2-3 sentences).			
Item 1			___New ___Updated ___Repeat					___Annual ___2022-23 ___2023-24 ___2024-25	
Item 2			___New ___Updated ___Repeat					___Annual ___2022-23 ___2023-24 ___2024-25	
Item 3			___New ___Updated ___Repeat					___Annual ___2022-23 ___2023-24 ___2024-25	

Technology Requests

Criterion for distributing funding vary by committee (check out the Resource Allocation Rubrics available on PAR's website), but are consistently based on the Educational Master Plan, the College's Planning Priorities, and the President's College Planning Initiatives.

*Note: In the project name column, if your request is part of a larger project, please name the project and use the same project name for all requests related to the project. We don't currently have a good system for different shared governance committees to come together and see the total cost of projects across resource requests that go to different committees. Adding this column to Program and Area Review is the *start* to figuring out a good process for this.

	Rank (1, 2, 3, etc. after all requests have been entered)	**Project Name** Use the same project name for all requests related to a large project or put 'individual request'	**New, Updated, or Repeat Request**	**Was the feasibility of the request discussed with IT?**	**Brief Item Description** (1-2 sentences)	**Justification** BRIEFLY justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President's Planning Initiatives (2-3 sentences).	**Quantity** (1, 2, 10, 12, etc)	**Year(s) Needed**	**Estimated Cost Per Year** (Total $)

Item									
Item 1			___New ___Updated ___Repeat	___Yes ___No				___Annual ___2022-23 ___2023-24 ___2024-25	
Item 2			___New ___Updated ___Repeat	___Yes ___No				___Annual ___2022-23 ___2023-24 ___2024-25	
Item 3			___New ___Updated ___Repeat	___Yes ___No				___Annual ___2022-23 ___2023-24 ___2024-25	

Categorical Funding Applications:

The **Student Access Success and Equity (SASE) committee** "develops, leads, and supports campus initiatives that strengthen student access, success, and equity." SASE "provides a platform for collaboration and communication across the college that will result in the coordination of basic skills, student access, success, and equity efforts campus-wide." If you believe that any of your funding requests meet these requirements, then please fill out their application for funding here:

https://docs.google.com/forms/d/e/1FAIpQLSfWja-ZTbdHoPZ82reEOeTi32Ci3e7lyS4snRyXX8h8JrDV5w/viewform

Please contact the SASE committee with any questions: Administrative Tri-Chair Gabe Chaparro gchaparro@chabotcollege.edu.

Career Education funds are available for projects that: 1) support a program with a CTE TOP code or 2) continue a current project in SWP or 3) are eligible for Perkins Grants, or 4) meet other criteria such as core indicators and labor market demand. If you believe that any of your funding requests meet these requirements, then please fill out the CE application for funding here:
https://docs.google.com/forms/d/e/1FAIpQLSelkdNpRXzCbxnmVGHO7t3gC2K3eZfs_nXrOaLloFxlT1xbqw/viewform?usp=sf_link

- Please submit one form per project/TOP code, keeping in mind that funding for multiple projects per area is limited.
- If you are not sure whether you have a program that qualifies for CE funding, please reach out to Christina Read cread@chabotcollege.edu.

If you have any other questions about the CE funding process, please contact the Career Education Committee Tri-Chairs: faculty chair Connie Telles ctelles@chabotcollege.edu, admin chair Christina Read cread@chabotcollege.edu, or classified professional chair Kathleen Stanley kstanley@chabotcollege.edu.