Fall 2024 Comprehensive Program and Area Review (PAR):

Student Services/Administrative Services/Office of the President

Dear Chabot Community,

Welcome to Fall 2024! This is the electronic template for the **Student Services/Administrative Services/Office of the President** **Fall 2024 Comprehensive Program and Area Review (PAR).** Please collaborate with your dean/manager to fill out this template. Once you have a final draft, you will need to copy your responses in this template into Qualtrics\* by 10/21/2024 (and for resource requests, enter into Cognito). The links to Qualtrics and Cognito will be posted on the [PAR website](https://www.chabotcollege.edu/programreview/complete-your-review.php#Qualtrics_Links) in October. To know more about the PAR process, please refer to [How to Complete your Review](https://www.chabotcollege.edu/programreview/complete-your-review.php).

Please reach out to the PAR committee if you have any questions about filling out your Fall 2024 PAR!

The Program and Area Review Committee

\*Please remember that Qualtrics is not a collaboration tool and partial responses can get lost. You should only enter your PAR into Qualtrics once you have a final draft.

Background Information

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

|  |
| --- |
|  |

* **What division does your Program/Area reside in?**

For Academic Services:For Administrative Services:

[ ]  Academic Pathways and Student Success [ ]  Not Applicable

[ ]  Applied Technology and Business For Office of the President:

[ ]  Arts, Media, and Communication [ ]  Not Applicable

[ ]  Health, Kinesiology, and Athletics For Student Services:

[ ]  Language Arts [ ]  Admissions & Records

[ ]  Science and Mathematics [ ]  Counseling

[ ]  Social Sciences [ ]  Special Programs

[ ]  Not Applicable [ ]  Not Applicable

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

|  |
| --- |
|  |

Status of Program Goals from Prior Comprehensive PAR Cycle

Please refer to the goals your program/area established in the Fall 2021 to Fall 2023 PAR cycle. If you need a reminder of your goals, you can access them in the “[Goals from the 2021-2023 PAR Cycle](https://docs.google.com/spreadsheets/d/12uxa8neS7LF8heOOtVhNFLVEHU3725iQgXu9-20BSbU/edit?gid=0#gid=0).” (If link does not open, try copy-pasting: <https://docs.google.com/spreadsheets/d/12uxa8neS7LF8heOOtVhNFLVEHU3725iQgXu9-20BSbU/edit?gid=0#gid=0>)

If you need a reminder of the difference between a PAR goal versus an SAO (service area outcome) or PLO (program learning outcome), please refer to the [PAR Definitions](https://www.chabotcollege.edu/programreview/complete-your-review.php#PAR_Definitions).

|  |  |  |
| --- | --- | --- |
| Goal from the Fall 2021 to Fall 2023 PAR Cycle | Status of Goal | Please explain the status of the goal based on *outputs* or *measures* (e.g., students served, program changes made, etc.) |
| 1. | [ ]  Achieved[ ]  In Progress[ ]  Not achieved but still relevant[ ]  Not achieved and no longer relevant |  |
| 2. | [ ]  Achieved[ ]  In Progress[ ]  Not achieved but still relevant[ ]  Not achieved and no longer relevant |  |
| 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 Outcome (SAO)

SAOs are enduring and overarching aims for service areas/programs. SAOs should be established for each service area/program, displayed on all programs’ website, and assessed on a 5-Year cycle. If you need a reminder of the types of SAOs and the difference between a PAR goal versus an SAO (service area outcome), please refer to the [PAR Definitions](https://www.chabotcollege.edu/programreview/complete-your-review.php#PAR_Definitions).

Please take a look at the [SAO 2023 Assessment Update Spreadsheet](https://docs.google.com/spreadsheets/d/1E-HI53kjrnwDkIsuNoluXVUjRp5QQXFd/edit?gid=534718710#gid=534718710) to answer the following. (If link does not open, try copy-pasting: <https://docs.google.com/spreadsheets/d/1E-HI53kjrnwDkIsuNoluXVUjRp5QQXFd/edit?gid=534718710#gid=534718710>)

* Were all your Service Area Outcomes (SAOs) assessed in the 5-year cycle?

[ ]  Yes, all SAOs were assessed in the 5-year cycle.

[ ]  Almost all SAOs were assessed in the 5-year cycle.

[ ]  No, many SAOs were not assessed in the 5-year cycle.

* If your program/area has not completed SAO assessments in the five-year assessment cycle, then please explain why.

|  |
| --- |
|  |

Institutional Supports and Barriers

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

**Regarding Your Program or Area**

* 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?

|  |
| --- |
|  |
|  |

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

|  |
| --- |
|  |
|  |

**Regarding Students in Reaching their Educational Goals**

* From your vantage point, what does Chabot do that is particularly **helpful** **to students** in reaching their educational milestones and/or goals? (i.e., what does Chabot do for students that we should **keep** doing?)

|  |
| --- |
|  |
|  |

* From your vantage point, what does Chabot do or NOT do that is **a hindrance** **to students** in reaching their educational milestones and/or goals? (i.e., what does Chabot do that we should **stop** doing or **change** to better support our students?)

|  |
| --- |
|  |
|  |

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 students from a particular demographic group (e.g., racial/ethnic, age, disability status, parents, etc.)

|  |
| --- |
|  |
|  |

* 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?

|  |
| --- |
|  |
|  |

* 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?

|  |
| --- |
|  |
|  |

Staffing Analysis

In this section you will analyze trends in staffing.

|  |  |  |
| --- | --- | --- |
| **Staffing** | **Current # (Fall 2024)** | **How has staffing for this group changed in the last 3 years?** |
| Full-time Faculty |  | [ ]  Decreased [ ]  Stayed roughly the same[ ]  Increased [ ]  Not Applicable |
| Part-time Faculty |  | [ ]  Decreased [ ]  Stayed roughly the same[ ]  Increased [ ]  Not Applicable |
| Full-time Classified Professionals |  | [ ]  Decreased [ ]  Stayed roughly the same[ ]  Increased [ ]  Not Applicable |
| Part-Time Permanent or Hourly Classified Professionals |  | [ ]  Decreased [ ]  Stayed roughly the same[ ]  Increased [ ]  Not Applicable |
| Student Employees |  | [ ]  Decreased [ ]  Stayed roughly the same[ ]  Increased [ ]  Not Applicable |
| Independent Contractors/Professional Experts |  | [ ]  Decreased [ ]  Stayed roughly the same[ ]  Increased [ ]  Not Applicable |

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?

|  |
| --- |
|  |
|  |

Compare the representation of traditionally underrepresented populations in your program’s/area’s staffing (faculty, classified professionals, and administrators) to the representation of those groups 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?

|  |
| --- |
|  |
|  |

Program/Area Needs

**Technology**

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

[ ]  Strongly disagree

[ ]  Somewhat disagree

[ ]  Neither agree nor disagree

[ ]  Somewhat agree

[ ]  Strongly agree

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

|  |
| --- |
|  |
|  |

**Facilities**

* The **facilities** in our program/area are sufficient to support student learning and/or carry out our program/area outcomes and goals.

[ ]  Strongly disagree

[ ]  Somewhat disagree

[ ]  Neither agree nor disagree

[ ]  Somewhat agree

[ ]  Strongly agree

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

|  |
| --- |
|  |
|  |

Planning

**Program/Area Goals**: Utilize your reflections, along with college planning documents, to **develop 2-3 new Goals** to work on up through the next comprehensive-year PAR cycle. You can refer to your past goals on “[Goals from the 2021-2023 PAR Cycle](https://docs.google.com/spreadsheets/d/12uxa8neS7LF8heOOtVhNFLVEHU3725iQgXu9-20BSbU/edit?gid=0#gid=0).” (If link does not open, try copy-pasting: <https://docs.google.com/spreadsheets/d/12uxa8neS7LF8heOOtVhNFLVEHU3725iQgXu9-20BSbU/edit?gid=0#gid=0>)

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 posted on the [PAR’s website](https://www.chabotcollege.edu/programreview/complete-your-review.php#College_Planning_Documents) (e.g., the Educational Master Plan, the PRAC Annual Planning Priorities, and the President’s College Planning Initiatives).

What are the anticipated *outputs\** and *outcomes\*\** of your goals? How do your goals align with the Educational Master Plan? Do your goals support the success of any underrepresented 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 Community College districts will be funded once the “hold harmless” period of funding expires.

If you need a review of the difference between SAOs/PLOs and PAR goals, please refer to [the PAR Definitions](https://www.chabotcollege.edu/programreview/complete-your-review.php#PAR_Definitions).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. | Educational Master Plan (EMP) Alignment  | Do your goals target a specific identity group or apply more generally to all students? | Do your goals target improvement in Student Centered Funding Formula (SCFF) metrics?  |
| 1. |  | [ ]  Equity [ ]  Access [ ]  Pedagogy and Praxis[ ]  Academic and Career Success[ ]  Community and Partnerships  | [ ]  All students[ ]  African American/Black [ ]  Latinx[ ]  Native American/Alaska Native[ ]  Pacific Islander/Hawaiian[ ]  Disabled[ ]  Foster Youth[ ]  LGBT[ ]  DI Gender[ ]  Other   | [ ]  Enrollment/FTES [ ]  Transfer-level English, math or ESL achievement [ ]  Degree or certificate completion[ ]  Transfer[ ]  CTE Units[ ]  Attainment of a Living Wage[ ]  Supplemental Metric (Financial aid or AB 540)[ ]  Other |
| 2. |  | [ ]  Equity [ ]  Access [ ]  Pedagogy and Praxis[ ]  Academic and Career Success[ ]  Community and Partnerships  | [ ]  All students[ ]  African American/Black [ ]  Latinx[ ]  Native American/Alaska Native[ ]  Pacific Islander/Hawaiian[ ]  Disabled[ ]  Foster Youth[ ]  LGBT[ ]  DI Gender[ ]  Other  | [ ]  Enrollment/FTES [ ]  Transfer-level English, math or ESL achievement [ ]  Degree or certificate completion[ ]  Transfer[ ]  CTE Units[ ]  Attainment of a Living Wage[ ]  Supplemental Metric (Financial aid or AB 540)[ ]  Other |
| 3. |  | [ ]  Equity [ ]  Access [ ]  Pedagogy and Praxis[ ]  Academic and Career Success[ ]  Community and Partnerships  | [ ]  All students[ ]  African American/Black [ ]  Latinx[ ]  Native American/Alaska Native[ ]  Pacific Islander/Hawaiian[ ]  Disabled[ ]  Foster Youth[ ] LGBT[ ] DI Gender[ ] Other | [ ]  Enrollment/FTES [ ]  Transfer-level English, math or ESL achievement [ ]  Degree or certificate completion[ ]  Transfer[ ]  CTE Units[ ]  Attainment of a Living Wage[ ]  Supplemental Metric (Financial aid or AB 540)[ ]  Other |

Resource Requests

**Categorical Funding Application:** Some requests can be funded through categorical funds; however, this year, neither SASE nor CE is ready to open up their application process yet. Please refer to the notes below for more detailed information.

**Note on Student Success and Equity (SASE) funding:** SASE is still in process of determining the amount of funding available for the year of 2024-25. Once they are ready to open up the application process, SASE will inform the campus. If you have any questions, please contact administrative Tri-Chair of the SASE Committee Saleem Gilmore sgilmore@chabotcollege.edu.

**Note on Career Education (CE) Funding:** CE funds are not available for new requests. Should funds become available later in the year, the CE committee will notify departments. If you have any questions, please contact administrative tri-chair of the Career Education Committee Robin Galas rgalas@chabotcollege.edu.

**For all resource requests,** programs should fill out the charts below so that your dean/manager can provide feedback on your resource requests when you submit this PAR template to them prior to 10/21/24. The charts will also allow you to easily rank the priority of your requests. When you submit your final PAR (before or on 10/21/24), you will submit these resource requests in Cognito. The link will be provided on the [PAR website](https://www.chabotcollege.edu/programreview/complete-your-review.php#Qualtrics_Links).

Criteria for distributing funding vary by committee and budget manager, but are consistently based on the “Key Documents for Planning and Resource Allocation” posted on the [PAR’s website](https://www.chabotcollege.edu/programreview/complete-your-review.php#College_Planning_Documents) (e.g., the Educational Master Plan, the PRAC Annual Planning Priorities, and the President’s College Planning Initiatives).

**Contracts and Services Requests:** Contracts and Services include things like equipment maintenance contracts, food vendors, external consultants or speakers.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Brief Item Description** | **Request****Ranking** (1, 2, 3, etc. after all requests have been entered) | **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 $) | **Are you seeking funds from any of the following categorical funds?\*** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Item 1** |  |  |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Item 2** |  |  |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Item 3** |  |  |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |

\*Please select possible categorical funding sources that this request may qualify for. Leave this field blank if you believe the request would not qualify for categorical funds. Please note that funding is subject to availability and this information is being used to help link the request to potential funding sources. This will route requests to the appropriate categorical areas for potential funding.

**Equipment Requests:** Equipment includes items that generally cost more than $200 and last longer than short-term items/supplies that get used up.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Brief Item Description** | **Request****Ranking** (1, 2, 3, etc. after all requests have been entered) | **Quantity**(1, 2, 10, 12, etc.) |  **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 $) | **Are you seeking funds from any of the following categorical funds?** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Item 1** |  |  |  |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Item 2** |  |  |  |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Item 3** |  |  |  |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |

**Facilities Requests**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Brief Item Description** | **Request****Ranking** (1, 2, 3, etc. after all requests have been entered) | **Does your request involve additional/​expanded physical space?** | **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 $) | **Are you seeking funds from any of the following categorical funds?** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Item 1** |  |  | [ ]  Yes[ ]  No |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Item 2** |  |  | [ ]  Yes[ ]  No |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Item 3** |  |  | [ ]  Yes[ ]  No |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |

**Human Resource Requests** (e.g., Faculty, Classified, Administrative, Student Workers, etc.): If you are requesting Classified FT, Classified PT, and/or Faculty FT, please skip columns of Justification, Year(s) Needed, and Estimated Cost Per year. You will need to fill out classified and faculty request forms, as specified in the instructions below this table.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Request****Ranking** (1, 2, 3, etc. after all requests have been entered) | **Classification of Position Requested** | **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 Planning Initiatives (2-3 sentences)**.** | **Year(s) Needed** | **Estimated Cost Per Year** (Total $) | **Are you seeking funds from any of the following categorical funds?** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Position 1** |  | [ ]  Administrator[ ]  Classified FT[ ]  Classified Hourly[ ]  Classified PT[ ]  Faculty FT[ ]  Faculty PT[ ] Faculty F-hour[ ]  Faculty Reassign[ ]  Student Worker[ ]  Other |  |  |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Position 2** |  | [ ]  Admin FT[ ]  Classified FT[ ]  Classified Hourly[ ]  Classified PT[ ]  Faculty FT[ ]  Faculty PT[ ] Faculty F-hour[ ]  Faculty Reassign[ ]  Student Hourly[ ]  Other |  |  |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Position 3** |  | [ ]  Admin FT[ ]  Classified FT[ ]  Classified Hourly[ ]  Classified PT[ ]  Faculty FT[ ]  Faculty PT[ ] Faculty F-hour[ ]  Faculty Reassign[ ]  Student Hourly[ ]  Other |  |  |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |

* The Faculty Prioritization Committee requires a completed [**Faculty Prioritization Form**](https://www.chabotcollege.edu/governance/faculty-prioritization-committee/) if you are requesting a full-time faculty position. Please submit the completed draft of your faculty prioritization form(s) to your dean/manager when you turn in this PAR template prior to **10/21/24**. Additionally, please email your faculty prioritization form(s) directly to cmanicki@chabotcollege.edu before the faculty prioritization deadline.
* The Classified Prioritization Committee requires a completed [**Classified Professional Prioritization Form**](https://www.chabotcollege.edu/governance/classified-senate/prioritization.php) if you are requesting a full-time or part-time classified position. Please submit the completed draft of your classified prioritization form(s) to your dean/manager when you turn in this PAR template prior to **10/21/24**. When you submit your final PAR (before or on **10/21/24**), you will submit your resource requests in Cognito. There will be a spot in the HR requests section in Cognito to upload your completed classified prioritization form(s). If you have any questions about the classified request form, please contact vcriswell@chabotcollege.edu.

**Professional Development, Travel, and Conferences**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Brief Item Description** | **Request****Ranking** (1, 2, 3, etc. after all requests have been entered) | **Professional Development Type** | **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 $) | **Are you seeking funds from any of the following categorical funds?** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Request 1** |  |  | [ ]  In-person conference with travel[ ]  Online conference/webinar[ ]  On-Campus Training[ ]  On-CampusSpeaker[ ]  Flex Day Time[ ]  Inquiry Group[ ]  Train-the-Trainer[ ]  Other |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Request 2** |  |  | [ ]  In-person conference with travel[ ]  Online conference/webinar[ ]  On-Campus Training[ ]  On-CampusSpeaker[ ]  Other |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Request 3** |  |  | [ ]  In-person conference with travel[ ]  Online conference/webinar[ ]  On-Campus Training[ ]  On-CampusSpeaker[ ]  Other |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |

**Supplies Requests (**items that get used up and generally cost less than $200 per item)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Brief Item Description** | **Request****Ranking** (1, 2, 3, etc. after all requests have been entered) | **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 $) | **Are you seeking funds from any of the following categorical funds?** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Item 1** |  |  |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Item 2** |  |  |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Item 3** |  |  |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |

**Technology & Software Requests:** Technology & software items include laptops, printers, desktops, OWLs, other hardware maintained by IT, and software. Requestors are encouraged to speak with IT before making a request in program and area review. Technology & Software requests are evaluated by the Instructional and Services Technology Committee (IST).

\*Note: Not all requests related to “technology & Software” should be made in this category. For example, a request for a full computer lab would be made in two places: 1) laptops, printers, desktops, and software for the lab should be requested under “Technology & Software Requests;” 2) the space for the lab should be requested under “Facilities Requests” and would be evaluated by the Facilities and Infrastructure Technology Committee (FIT).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Brief Item Description** | **Request****Ranking** (1, 2, 3, etc. after all requests have been entered) | **Was the feasibility of the request discussed with IT?** | **Is there an ongoing cost for this technology?** | **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 $) | **Are you seeking funds from any of the following categorical funds?** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Item 1** |  |  | [ ]  Yes[ ]  No | [ ]  Yes[ ]  No[ ]  Maybe[ ]  Other |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Item 2** |  |  | [ ]  Yes[ ]  No | [ ]  No[ ]  Maybe[ ]  Other |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Item 3** |  |  | [ ]  Yes[ ]  No | [ ]  No[ ]  Maybe[ ]  Other |  | [ ]  Annual[ ]  2024-25[ ]  2025-26[ ]  2026-27 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |