Resource Request from Plan Review, 2013-2014

Complete a resource request form for each item or group of related items needed to meet the goals of the plan.

Type of Resource Request:						
Facilities/Maint Classroom Upgrades New space Conference/Travel Instructional Equip Non-Instructional Equip Training Other Computer/Hdware X_ Software/Licenses X_ Supplies						
Mandatory: Is this request for one-time funding? X OR Does this request require ongoing funding?						
If this is a repeat request, please list the Resource ID code or year requested:						
Mark if the following apply to this request: Health & Safety Issue Legal Mandate Contractual Requirement						
Noncredit Matriculation/Student Support and Services						
2. Describe the resource request.						
Update Career and Counseling Center resources and materials: books, DVDs, and computer software						
3. Identify the plan goals, strategies, or action items that this resource request addresses. III.D.5.: Need to update books, DVDs, and computer software (resume writing books, interviewing DVDs, and Eureka software)						
4. Identify any Educational Master Plan (EMP) goals that this resource request addresses. 1.2.5.c.: Provide Student services from Financial Aid, EOPS, Assessment, the Center for Students with						
Disabilities, the Library, and Counseling for noncredit students at the Garfield Campus.						
5. Identify any Institutional Learning Outcomes (ILOs), Program Learning Outcomes (PLOs), or course-level Student Learning Outcomes (SLOs) that this resource request addresses. Will the request lead to improved ILOs PLOs, or SLOs?						
SLO – Student will be aware of what resources are available to help him or her reach their employment and/or career goal.						
6. What measures of student achievement will filling this resource request improve? Will the request lead to improved achievement in areas such as transfer rate, job placement rate, basic skills completion rate, etc.? When students receive academic and career counseling they are more likely to be successful in their career path which may increase transition to credit, increase job placement, and basic skills completion rates.						
7. Are there any other factors or criteria to support the need for this resource request?						
Noncredit is the largest feeder to the credit programs based on Campus Profile 2012 enrollment data and we must be able to provide Student Services for students to be successful in noncredit based on Campus Profile 2012 data prior to transition to credit programs. Accreditation Standard II.B.1.: The institution assures the quality of student support services and demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution.						

8. What resources are needed to fill this request?

Type of	Amount		
Resource	Requested	Description/ Details	Justification
Personnel			

Facilities			
Equipment			
Supplies	\$2,000.00	Career & Counseling Center materials	Updating materials and resources for students to be successful.
Software	\$900.00	Eureka software	Updating career software for students to be successful
Training			
Other			
Total	\$2,900.00		