

To: Mary Mirch, Chair of Academic Affairs
Rick Perez, Chair of Student Affairs
Ron Nakasone, Chair of Administrative Affairs
Marc Drescher, Chair of CCCC

From: Institutional Planning Coordination Committee (IPCC)

Date: April 2, 2014

Re: Suggestions for Procedures for Prioritizing Resource Requests

The IPCC would like to set up guidelines for prioritizing resource requests as part of the integrated planning system. We believe that following the guidelines listed below will improve the transparency and effectiveness of planning and resource allocation.

1. The committees need to use the following as criteria for prioritization, as they apply: strength of relationship to the Educational Master Plan or other plans; whether the request addresses one or more Annual Goals; how well the request addresses SLOs, PLOs, or ILOs; whether the request meets a health and safety requirement; whether the request meets an accreditation requirement; and whether the request meets a legal requirement. This information is included in each resource request document.
2. Each committee may decide to use other prioritization criteria as well. Additional criteria could include the number of years the request has been made and, for equipment requests, the age and condition of current equipment.
3. The criteria the committee will use should be made public. The criteria should be available before the resource requests are submitted.
4. The prioritization criteria should be as consistent as possible from year to year.
5. Prioritizations should be made using scales from 1 to 10, with 10 being the highest ranking. The ranking and the total score for each request will be forwarded to the Budget Committee.

Thank you for using these guidelines in your prioritization work this year.