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Cc: [Yu, Judy](#); [Gaddis, Lindsey](#)
Subject: Update regarding the resource request submitted in your 2015-16 program review
Date: Wednesday, May 11, 2016 12:50:34 PM
Attachments: [2015-16 BPC FPC TPC resource request ranking rubric .xlsx](#)
[2015-2016 Resource Requests 5-11-16 for dist to requestors .xlsx](#)

Good Afternoon All,

Resource requests submitted in the 2015-16 program reviews have been compiled and forwarded to the appropriate subcommittees for ranking. After resource requests are submitted, the vice presidents and deans review the resource requests, and in some cases recommend that the items not be ranked, either because the request should be accomplished with a department's regular operational budget, or because the item has already been completed. The remaining requests are submitted to a committee for ranking, depending on the type of request:

- Technology related requests are submitted to the Technology planning committee.
- Facilities related requests are submitted to the Facilities planning committee.
- Faculty requests are forwarded to the Academic Senate Co-Presidents and the Chief Instructional Officer for ranking according to AP 7217 'Faculty Prioritization Process.'
- Release time requests are reviewed and approved by the Chief Instructional Officer
- Classified staff, temporary and management positions are reviewed and ranked by cabinet.

Items ranked by the Technology Planning Committee and Facilities Planning Committee are forwarded to the Budget Planning Committee, which combines the two ranked lists into one. The ranking rubric used by the Technology Planning Committee and Facilities Planning Committee is attached. The final ranked list is forwarded to cabinet in order to identify a potential funding source so that the item can be budgeted and accomplished during the 2016-17 budget year. For items which a funding source is identified, the business office will notify the requestor regarding the budget code and steps required in order to complete the purchase/project.

After the budget planning committee has combined the technology and facilities rankings into a final list, the attached spreadsheet will be updated to include the final rankings and distributed to program review authors.

The resource requests on the attached spreadsheet are organized by program review area. In order to find your request, filter column L for your email address.

The following guidelines were sent to the Technology Planning Committee and Facilities Planning Committee along with the unranked resource requests:

Attached are the 2015-16 resource requests, ready for ranking by the FPC and TPC.

The rows that are not shaded in tan or blue will not be ranked by BPC, TPC and FPC, either because they were pulled by a VP/Dean to potentially be funded through operational budgets, they are personnel requests, or they have already been completed.

The tan shaded items are the items that need to be ranked by FPC and TPC. Some tan items are

individual requests and some are a grouping of smaller requests from the same review area. The blue items are individual items from a single program review area that were grouped together. The 'group or item number to be ranked' column assigns a number to each item or group of items to be ranked by BPC, TPC and FPC. Each item to be ranked (and groups of items) are marked with a "y" in either the BPC or TPC column, so those committees can filter for 'y' and see only those items requiring ranking by that committee. The resource requests are currently sorted by program review area.

There are two purposes to this spreadsheet. The first is to provide a list of items to BPC, FPC and TPC for ranking. The second is to communicate to program review authors the status of their request.

After reviewing the technology related requests, the Technology Planning Committee decided that the groups of technology items would not be ranked as groups, but would be ranked individually, since grouped items were difficult to rank according to the ranking rubric.

If the status of your resource request is 'Not funded by BPC. Potential funding determined by VP/Dean' please follow up with your area Dean or Instructional Director.

Thank You! And feel free to call or email if you have any questions or concerns.

Doug

Doug Edgmon

Senior Accounting Manager

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