

# PRINCIPLES FOR PRIORITIZING PROGRAMS AND SERVICES

2020-2021

Approved By:

Approved Date:

To guide the college in decisions related to planning and resource allocation.

## High Priority Principles

- Meet requirements for health, safety and essential services.
- Meet local, state, and federal regulations and other mandates.

## Principles

- Focus on college Mission and/or Institutional Learning Outcomes.
- Focus on various college SEMP Goals.
- Establish sustainable structures and processes consistent with gaining full reaffirmation of accreditation.
- Improve institutional effectiveness through data-informed planning and decision-making, process evaluation, and professional development.
- Safeguard student equity: avoid disproportionate student impacts.
- Enhance alternative revenue opportunities (local fees, foundation, grants, contract education, partnerships, etc.)
- Meet the needs of those being served.
- Strive to maintain a balanced budget.
- Quality of Program Review and Resource Request
  - Request is linked with a Planned Action, which is linked with a Unit Goal
  - Unit Plan has documented measures of progress toward achieving the Unit Goal
  - Request is responsive to SLO/PLO/ISLO/SAO assessments
  - Request is responsive to other needs identified through program review
  - Unit Plan has an adequate implementation plan that describes the steps needed to accomplish the Planned Action.
  - Resource requested is appropriate to accomplish the Planned Action

# RUBRIC FOR PRIORITIZING PROGRAM REVIEW RESOURCE

To guide the college in decisions related to planning and resource allocation.

Unit:

Resource Request Name:

Total Amount Requested:

Type of Request:

Recommended By:

Recommendation Date:

Recommended Amount:

Personnel (excluding Regular Faculty)	
Non-personnel	
Facilities	
Combination	
One-time	
Ongoing	
Both	

## High Priority Principles

High Priority Items – Rate the request if one or more of the High Priority criteria apply.

- Meet requirements for health, safety and essential services.
- Meet local, state and federal regulations and other mandates.
- Does the request meet criteria for High Priority Items?
  - \_\_\_ No – Complete the Prioritization Rubric
  - \_\_\_ Yes – Go to the next question
- How much risk to the College would failure to meet the requirement or guideline entail?
  - \_\_\_ High – Place at top of funding list
  - \_\_\_ Low or Medium – Complete the Prioritization Rubric

## Principles II

	Points	0 Weak or Inadequate	1 Neutral or Adequate	2 Strong	Score
• Focus on college Mission and/or Institutional Learning Outcomes					
• Focus on various college SEMP Goals					
• Establish sustainable structures and processes consistent with gaining full reaffirmation of accreditation.					
• Improve institutional effectiveness through data-informed planning and decision-making, process evaluation, and professional development.					
• Safeguard student equity: avoid disproportionate student impacts.					
• Enhance alternative revenue opportunities (local fees, foundation, grants, contract education, partnerships, etc.)					

# RUBRIC FOR PRIORITIZING PROGRAM REVIEW RESOURCE

Points	0 Weak or Inadequate	1 Neutral or Adequate	2 Strong	Score
<ul style="list-style-type: none"> <li>• Quality of Program Review and Resource Request</li> </ul>				
<ul style="list-style-type: none"> <li>○ Request is linked with a Planned Action, which is linked with a Unit Goal</li> </ul>				
<ul style="list-style-type: none"> <li>○ Unit Plan has documented measures of progress toward achieving the Unit Goal</li> </ul>				
<ul style="list-style-type: none"> <li>○ Request is responsive to SLO/PLO/ISLO/SAO assessments</li> </ul>				
<ul style="list-style-type: none"> <li>○ Request is responsive to other needs identified through unit plan</li> </ul>				
<ul style="list-style-type: none"> <li>○ Unit Plan has an adequate implementation plan that describes the steps needed to accomplish the Planned Action</li> </ul>				
<ul style="list-style-type: none"> <li>○ Resource requested is appropriate to accomplish the Planned Action</li> </ul>				

## Principles III

Points	0	1	2	Score
Meet the needs of those being served.	The requested resource will not help meet the needs of those being served, or the effect is unknown.	The requested resource will probably help meet the needs of those being served.	The requested resource will definitely help meet the needs of those being served.	
Strive to maintain a balanced budget.	The requested resource is NOT likely to be a part of a cost effective solution.	The requested resource is a cost effective solution to a need.	The requested resource is a major cost effective solution to a need.	
<b>Total Points: (Maximum Points: 28)</b>				

**Comments and Recommendations:**

# EXPLANATION OF RUBRIC POINTS

Explanation of Rubric Points			
Points	0 Weak or Inadequate	1 Neutral or Adequate	2 Strong
<ul style="list-style-type: none"> <li>Focus on college Mission and/or Institutional Learning Outcomes.</li> </ul>	Request does not address this principle	Request partially addresses this principle	Request strongly addresses this principle
<ul style="list-style-type: none"> <li>Focus on various college SEMP Goals.</li> </ul>	Request does not address this principle	Request partially addresses this principle	Request strongly addresses this principle
<ul style="list-style-type: none"> <li>Establish sustainable structures and processes consistent with gaining full reaffirmation of accreditation.</li> </ul>	Request does not address this principle	Request partially addresses this principle	Request strongly addresses this principle
<ul style="list-style-type: none"> <li>Improve institutional effectiveness through data-informed planning and decision-making, process evaluation, and professional development.</li> </ul>	Request does not address this principle	Request partially addresses this principle	Request strongly addresses this principle
<ul style="list-style-type: none"> <li>Safeguard student equity: avoid disproportionate student impacts.</li> </ul>	Request does not address this principle	Request partially addresses this principle	Request strongly addresses this principle
<ul style="list-style-type: none"> <li>Enhance alternative revenue opportunities (local fees, foundation, grants, contract education, partnerships, etc.)</li> </ul>	Request does not enhance alternative revenue opportunities	Request partially enhances alternative revenue opportunities	Request strongly enhances alternative revenue opportunities.

## EXPLANATION OF RUBRIC POINTS

Points	0 Weak or Inadequate	1 Neutral or Adequate	2 Strong
<ul style="list-style-type: none"> <li>• Quality of Unit Plan and Resource Request</li> </ul>			
<ul style="list-style-type: none"> <li>○ Request is linked with a Planned Action, which is linked with a Unit Goal</li> </ul>	Request is not linked with Unit Goal and Planned Action	Request is partially linked with Unit Goal and Planned Action	Request is strongly linked with Unit Goal and Planned Action
<ul style="list-style-type: none"> <li>○ Unit Plan has documented measures of progress toward achieving the Unit Goal</li> </ul>	Unit Goal lacks documented measures of progress	Unit Goal has adequate documented measures of progress	Unit Goal has strong documented measures of progress
<ul style="list-style-type: none"> <li>○ Request is responsive to SLO/PLO/ISLO/SAO assessments</li> </ul>	Request does not respond to SLO/PLO/ISLO/SAO assessments	Request partially responds to SLO/PLO/ISLO/SAO assessments	Request strongly responds to SLO/PLO/ISLO/SAO assessments
<ul style="list-style-type: none"> <li>○ Request is responsive to other needs identified through program review</li> </ul>	Request does not respond to other needs	Request partially responds to other needs	Request strongly respond to other needs
<ul style="list-style-type: none"> <li>○ Unit Plan has an adequate implementation plan that describes the steps needed to accomplish the Planned Action.</li> </ul>	Implementation plan is inadequate.	Implementation plan is acceptable.	Implementation plan is strong.
<ul style="list-style-type: none"> <li>○ Resource requested is appropriate to accomplish the Planned Action</li> </ul>	Resource requested is inadequate or otherwise inappropriate.	Resource requested is reasonably appropriate.	Resource requested is highly appropriate.