

Santa Barbara
City College

Program Review

Resource Request
User Guide

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Introduction:

Program Review Overview

The program review process is a key element of accreditation and integrated planning at SBCC and derives from the college's Mission and Core Principles, which undergird all aspects of the strategic planning process. Program review provides departments, programs, and units the opportunity to reflect on performance and needs, analyze data relevant to performance, and propose changes, thus linking to the ongoing cycle of assessment and improvement.

For most programs and departments, the full Program Review process will be on a four-year cycle, (only CTE programs per Title 5 are on a two-year review cycle). Each year of the four-year cycle will include specific elements of program review, analysis of progress towards goals, and any resource requests. The final year of the cycle will be a comprehensive synthesis of all of the elements of program review. After submission, the Program Reviews will be carefully reviewed by small PEC review teams and discussed by the committee at large. The committee has two primary goals: first, to analyze program reviews to help support departments' and units' efforts to be relevant, current, and effective; and second, to cull and synthesize information from all program reviews in a report to the College Planning Council that is used to assess progress in advancing the Strategic Goals and Directions delineated in the college's Educational Master Plan.

The annual resource requests submitted as part of Program Review go through various consultation processes to be evaluated and ranked, with CPC making final recommendations for funding. Requests for full-time faculty are evaluated and ranked by the Academic Senate. Two Academic Senate subcommittees play key roles in ranking resource requests from program review. Planning and Resources (P&R) ranks new and replacement equipment requests, while the Instructional Technology Committee (ITC) ranks hardware and software requests that originate within instructional programs and instructional support areas. These rankings are combined with the rankings from the President's Cabinet (PC) and the District Technology Committee (DTC) to form a final college-wide ranking. Classified and management position requests are currently reviewed by the President's Cabinet. Facilities needs are evaluated and ranked by the Facilities and Safety Committee. All recommendations are forwarded to the College Planning Council for determination of the amount of funding available. The Board of Trustees gives final approval for funding resource requests as part of the annual budget development process.

The Program Review process also provides information about a department's annual budgetary allocations for recurring expenses. These expenses are reviewed annually by the Budget Resource Allocation Committee (BRAC). BRAC also plays a role in the College's planning processes. BRAC is an operational committee and reviews all department budgets. BRAC provides an opportunity to consider requests for additional funds and to look at budgets which have not been historically used, as well as other budget matters identified each year.

For specific resource requests relating to hardware, software, equipment, and other one-time requests (which are in excess of \$1,000), the following document delineates the Program Review

timeline and provides information on processes for submitting various types of resource requests within the program review process.

Program Review Timeline for 2022 -23

Date	Description
Friday, September 30, 2022	Program Review website opens.
September 30 - October 30, 2022 (dates to be announced)	Program Review training for content and technical assistance.
October 14, 2022	IT and Facilities Request Submission Deadline
Monday, October 31, 2022	Deadline for Program Review submission.

Program Review Resource Request Guidelines

Only requests that are essential to the operation of the department or program should be included. Resource requests may include items necessary in order to implement a change or expansion of programs that will serve documented student needs.

Please only include items that are your department's first priority in the following academic year. Items that would not be appropriate to include in this resource request cycle are items that are nice to have but not essential, items that will be needed several years from now but not next year, and items not linked to a unified planning process supported by the department or program.

Overview

1. Each unit goal/project should ideally link to one or more of [SBCC's Strategic Directions and Goals](#), which are part of the Educational Master Plan.
2. The minimum resource request amount is **\$1,000**. This minimum limit applies to single items or like aggregated items. If multiple items of one type are requested, i.e., 10 webcams at \$100 each=\$1,000, that should be listed in the Program Review as one item. Lower cost items should be purchased with the department's supplies budget. Requests to augment department budgets for one-time purchases that are under \$1,000 should be made through the area Dean/Manager as part of the budget development process completed in February and March of each year.
3. For Educational Programs, the Planning & Resources and Instructional Technologies Committees request that department chairs consult with their dean and/or their representatives on P&R and ITC before the Program Review deadline in order to ensure that their resource requests are entered on the correct template. **Resource requests that are not entered on the correct template may not be considered for funding.**
4. For classroom furniture:
 - a. For broken or missing furniture, open a [facilities work order](#) or consult with your area dean/manager. These requests should **not** appear in Program Review. The dean/manager will seek final approval from the Vice President of Academic Affairs for action within the current fiscal year.
 - b. A request for replacement or upgrade of an entire set of classroom furniture should not appear in Program Review. A classroom furniture replacement procedure has been established and Purchasing oversees this process. See the [SBCC Purchasing website](#) for more information on these processes.
5. For classroom technology items, consulting with the Faculty Resource Center and the Information Technology Department is critical to determine the appropriate classroom technology support and infrastructure needs. If faculty want to pilot emerging technology prior to requesting it in Program Review, a pilot program can be set up through the Faculty Resource Center for further testing and training. Please discuss with the ITC Chair for further support and direction.
In conjunction with DTC's planning for the "Computers for Students initiative" which began spring, 2021, future requests for Chromebook carts in classrooms will no longer be considered.
6. For computer labs at Wake and Schott Centers that are associated primarily with one program (Ex. Professional Development Center), those requests go through the director of those programs. For those labs shared by multiple areas, requests should go through the SEL VP.

7. Any purchases made from existing accounts, such as the department's supplies budget, should **not** be submitted on the Program Review resource requests templates. For increases to non labor budgets, such as supplies, consult with your area dean/manager.
8. All new resources needed for the coming fiscal year must appear on the Program Review resource request templates, or they will not be considered for funding.
9. It is extremely important that the "Approximate Cost" estimate box on the Program Review template be accurate. Be certain to include taxes and shipping in the estimated total. **Items without an accurate cost estimate will not be ranked.**
10. Cross-departmental/divisional requests should be made **only once**. However, the requesting program should include all the parties that benefit as part of the rationale for the request.
11. When considering which resource requests to include, ask for resources that are of highest priority and provide sufficient rationale to support each request.
12. Once program review requests have been submitted and the relevant committees are reviewing the requests in spring semester, the appropriate ITC and P&R representatives should be consulted and informed about the requested items in order for them to present the items fully to each committee.

Supply versus Equipment: Definitions

Remember: Supply requests are processed through the BRAC committee; equipment requests are processed through the program review process.

Definition of a supply: Supplies are items that are expendable and quickly consumed or easily broken, damaged, or lost (source: CCC BAM).

An item is considered a supply if it meets one or more of the following criteria:

1. The item is perishable.
2. The item needs to be replaced every year or is replaced on a rotational basis every several years.
3. The item can be low cost or high cost for a single item.
4. When purchasing large quantities of the same item, the cost may be low for the single item, but high for the total cost of purchasing large quantities at once.

Definition of equipment: Equipment is tangible property with a useful life of more than one year (source: CCC BAM).

Equipment differs from supplies in that equipment can be capitalized (depreciated) and does not need to be replaced on a frequent basis.

Process for obtaining additional supplies funds: Requests to pay for supplies over budget need to be made by the department chair or program manager and then approved by the BRAC committee in consultation with your area Dean.

The Planning and Resource Committee will discuss on an annual basis a multi-year strategy for funding large dollar non-routine requests. Currently our college budget is not sufficient to set aside funds on an annual basis for future spending.

Technology Hardware & Software Requests

Technology Requests Under \$5,000

Please review the current computer standards before making requests, and use the dollar amounts listed in the document for the computer items you request:

[Current Computer Standards](#)

Technology Requests Over \$5,000

Prior to submitting information in the Program Review template for technology (e.g. software, computers, mobile devices, servers, etc.) please follow the instructions in the IT Project Request Form:

[IT Project Request Form](#)

Fill out the **IT Project Request Form** linked therein by October 14. The IT Project Request Form is required for projects needing more than 5 hours of labor OR costing more than \$5,000 to complete (regardless of funding source). **Such requests for technology that are not accompanied by the completed form will not be ranked. You will also need to consider if this project requires a project lead in your area for follow-up and smooth implementation.**

Given the restoration of the IT refresh budget, departments should not submit computer refresh needs through Program Review. Instead, submit an IT Project Request form and IT Leadership will work with you to plan for a refresh. **New equipment** that is needed in addition to existing computer inventory will need to be submitted through the Program Review process using the IT Project Request Form. This means that computer labs, audio-visual equipment, and computing devices (e.g. Laptops, Chromebooks, and iPads) must create a program review request to purchase any **new** computing devices.

IT will review newly submitted IT Project Requests to assess whether or not there is adequate existing support staff available to support the initiative. If there is not adequate support staffing available or IT cannot secure additional support staffing to support the request, the request will be declined and will not be approved through Program Review.

In order to help faculty plan for new classroom technologies, they will need to communicate with the Faculty Resource Center (FRC) Director, Rob Brown and the ITC Chair, Laurie Vasquez, in order to determine the need for piloting or training for the coming year. It is essential for the FRC and the instructor to evaluate and test the proposed technology before an official resource request is submitted. Departments that want to test or pilot educational technology should contact the FRC and the ITC Chair

prior to spring semester so that they have time during the summer to experiment with the technology before making a final decision about what request to submit. The August 31 deadline listed on the timeline is primarily to set up training once requesters have decided what they want to purchase.

If you have questions about your technology request, please contact the appropriate IT Director:

<u>Area</u>	<u>Educational Programs</u>	<u>Administrative Units</u>	<u>Either</u>
Type of Technology	Instructional software, mobile devices, mobile cabinets computer labs, lab expansions or reconfigurations	Non-instructional software, hardware, wireless, or servers	New computers or multimedia technology
Contact Person	Jason Walker, Director of User Support Services WalkerJ@sbcc.edu	Jim Clark, Director of User Services jaclark2@pipeline.sbcc.edu	Jim Clark, Director of User Services Jim.Clark@sbcc.edu

Full-time Classified Staffing, Management, and Short-Term Employee Requests

Use the following criteria when filling out the template in Program Review to request a full-time classified staff or management position:

1. Justification
 - o Previous staffing levels
 - o Have job requirements changed?
 - o New assignments/ new activities
2. Any conversion of hourly money to a permanent position is positive
3. Use program review for position requests *unless there are extenuating circumstances*
4. Alignment with college goals and Education Master Plan

Only under limited conditions should short-term employee position requests be made.

Definition: "Short-term employee," means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in subdivision (a) of Section 88001, and shall certify the ending date of the service. The ending date may be shortened or extended by the governing board, but shall not extend beyond 75 percent of a school year. *Education Code, section 88003.*

Increases in monthly assignments may also be made using this form: for example, a full time position changing from a 10-month to a 12-month assignment or a 60% position changing to a 100% position.

Full-time Faculty Requests

All requests for full-time faculty should be entered as an "Additional Faculty" resource request. In addition, the complete justification for this need must be submitted in response to the call for submissions which the EVP of Educational Programs will send out at the beginning of fall semester.

Funding Process

The funding process will consist of two stages that coincide with the Board's approval of the tentative budget and adopted budget. In the first stage, ranked requests will be incorporated into the tentative budget for board approval, by June 30. Adjustments, if any, will be made based on ranking. This updated list of ranked requests will then be incorporated into the adopted budget. Once the Board approves the adopted budget, on or before September 30, Fiscal Services will finalize the list of budgeted requests and release budget codes.

In an effort to support a timely funding of requests, Fiscal Services will release up to 50% of the budgeted funds in the approved tentative budget. This initial funding will occur through coordination between Fiscal Services and PEC, by June 30.

FAQs

1. If my program review resource request was approved, can I use the money to purchase a different item of similar value?

No. Only the exact items requested and approved may be purchased. For example, if the program's request to purchase a computer was approved, a copy machine may not be purchased with those funds.

2. Do requests for replacement faculty positions need to be entered on the "Additional Faculty" template in Program Review?

Yes. Even though they are not new, we need to tie faculty hiring explicitly to Program Review (as per our accreditation evaluation report and recommendation received). Your requests for both replacement and new faculty positions will follow the Academic Senate procedure.

3. What do I need to do to augment, IF ABSOLUTELY CRITICAL, supplies or other budgets?

The [budget resource allocation Committee](#) (BRAC) reviews departmental budgets annually in April. Consult with your area dean/manager prior to March if there is a critical need for an augmentation to the supplies budget. These requests should not appear in Program Review.

4. Can I request items which cost less than \$1,000?

No. These low-cost items should be purchased out of your existing supplies budget. However, please consult with your area dean/manager.

5. How do I replace a computer if I purchased a computer using grant funds, or my department has a computer that is not eligible to be replaced with refresh funds?

A replacement hardware request needs to be submitted through Program Review.

6. If a department is requesting a new (not replacement) faculty position (under "Additional Faculty"), should the department also automatically request a computer for the new person (under "Hardware") and a desk and other office furniture (under "Equipment")?

No. Any approved position request automatically includes the required equipment.

7. Do I need to submit software renewal fees if they are currently being paid for by another funding source (such as grant funds, lottery funds, or department funds)?

No.

8. If my resource request is approved, and the current estimate is 10% higher than my originally approved estimate, what happens?

Your request will need to be resubmitted in the following year's program review. You cannot spend more than 10% over the originally approved amount.

9. If my resource request is approved, do I have to use the funds that same fiscal year?

Yes. The Controller will send out the list of approved items and their corresponding budget codes in August and those funds must be used in the fiscal year that they were allocated. The fiscal year extends from July 1 to June 30. However, in extenuating circumstances, a request for carryover may be made to the Controller.

10. Where do I find the budget numbers and the amounts approved for program review requests that were funded?

The Controller sends out the list of approved items and amounts by October 1st each year. These budget codes are emailed to the ITC Chair, P&R Chair, all department chairs/directors, and all managers.

Examples within Resource Request Categories

The following lists provide examples of items that might typically fall within each category. On the right-hand side are examples of things that would not fit.

Equipment

Equipment is defined as items that are used within a space but are detached from the structure and do not require installation (moving only).

<u>Examples of Items that Fit in the Equipment</u>	<u>Unsuitable Items</u>
<u>Category</u> <ul style="list-style-type: none"> - 6 food processors - Tire changer with wheel lift - Dissection table - Audiometers - Document cameras for classrooms - Camera or lens - Video camera - Construction tool upgrade, both hand and power tools (but check "replacement" rather than "new" when entering it on the template) - A set of compound microscopes (even if connected to a computer, as long as the computer is dedicated to the microscopes alone) 	<ul style="list-style-type: none"> - Changes to the structure of a room, such as adding or removing a wall, or updating wiring (belongs on the Facilities template in Program Review) - Carpeting or other flooring (if routine maintenance, submit to Facilities via an online work order) - A new or replacement computer or server (a new request belongs on the hardware templates; a replacement is part of the refresh cycle and does not need to be entered in Program Review) - Components for a bunkered classroom

Q: Do classroom cabinets, etc. fit in this category?

Yes. Again, you will be asked to note if the request is for a new or non-annual replacement item. One exception: if the cabinets will be installed permanently, they belong on your Facilities template. If the cabinets are free-standing, then they would be categorized as equipment.

Facilities

Facilities requests are defined as items that affect the structure and accessories of the building. These may include construction requests (such as built-in cabinets) or requests for extra space (such as a new room or lab). The Facilities and Safety Committee will rank the requests.

Hardware

Hardware refers to any computing device that connects to our SBCC computer network and requires substantial IT support; desktop computers, laptops, tablets, printers and scanners.

<u>Examples of Items that Fit in the Technology Hardware Category</u>	<u>Unsuitable Items</u>
<ul style="list-style-type: none"> - New computers for a lab (not replacements, which are on the refresh cycle) - A computer, a projector, and housing for bunkered unit in classroom - New servers - Peripherals needed for computers (for example, a web camera or flip camera) - Tablets/Portable Devices(individually or in aggregate when over \$1,000 for total request) - Printers (individually or in aggregate when over \$1,000 for total request) 	<ul style="list-style-type: none"> - Software (list on software template, of course) - Licensing fees (if new, list on software template; if renewal, you do not need to list them—generally they will be funded from lottery monies) - Furniture (unless it is for a new computer—see question below this list) - Cameras and lenses - Video cameras - Microscopes that come with computers, packaged as one system by the vendor (these would go on the equipment template)

Q: The hardware may include only a computer, but a room may need a console or piece of furniture to house the computer. Is the console listed under technology hardware or listed separately under equipment?

Even though the furniture is not hardware, list it together with the hardware as the furniture is needed to use the hardware. In addition, DO NOT list this same new furniture for the new hardware on your equipment template.

Software

<u>Examples of Items that Fit in the Technology</u>	<u>Unsuitable Items</u>
<u>Software Category</u>	
<ul style="list-style-type: none"> - New software that cannot be purchased out of your supplies budget - New software that will require future license renewals 	<ul style="list-style-type: none"> - License renewal fees - Single-use, inexpensive software that will not require license renewal fees (if it can be purchased out of your supplies budget)

Assistance Available

If you have any questions or concerns, please contact:

Instructional Program Resource Requests

- Bill Dinklage-- Chair of Planning and Resources, wsdinklage@pipeline.sbcc.edu
- Laurie Vasquez -- Chair of Instructional Technology Committee, vasquez@sbcc.edu

Non-instructional Program Resource Requests

- Rudy Hill, Controller, Fiscal Services: rhill4@sbcc.edu
- Rob Morales, Facilities: facilities@sbcc.edu

For additional information or support with resource requests, please join the Business Services Helpdesk Office Hours [by Zoom](#), which is offered daily from 9:00 - 11:00 am.

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