Resource Request

edit 9/16/24

Due: Friday, September 20, 2024

Instructions: Consult with team members to complete sections below.
(Questions are copied directly from Nuventive)

Submission:

1) Save document with your program name added to the existing title

2) Upload to your Division folder ("Due Sep 20 2024") or go to planning website: **www.sspro-gc.org**

By September 30: Nuventive entry: https://solutions.nuventive.com/

1. Select your program name
2. See left navigation bar: "AUP/Program Review"
3. Select "Resource Request"
4. Paste text below into relevant sections

Request Form

Title of Project, Position or Resource(s) Requested *

Type of Request *

- ☐ Faculty Staffing
- ☐ Classified Staffing
- ☐ Instructional Technology
- ☐ Facilities Projects
- ☐ Professional Development
- ☐ Research

Request Date*:

Requestor/ Contact Employee's Full Name*:

Level of Urgency *

- ☐ High
- ☐ Medium
- ☐ Low

Are there any timelines or deadlines associated with this request? *

- ☐ Yes
- ☐ No
- ☐ Maybe

Date that resources are needed by:

Funding Source *

- ☐ Grant Funds
- ☐ Restricted/Categorical Funds
- ☐ Unrestricted/General Fund

If you indicated "Grant Funds" or "Other" for Funding Source above, please provide additional detail.

Will this request require one-time funding or ongoing funding?

- ☐ One-time
- ☐ On-going

Description of Need *

Briefly describe the need/reason for this request. Include a description of any recent (or pending) changes that contribute to this need.

Data That Supports the Need (If applicable)

What data is available to support this request? Please provide an analysis of the data, the source of data, and an explanation demonstrating how this data specifically supports this request.

Laws, Regulations or Mandates that Support the Request (if applicable)

- ☐ OSHA/Health & Safety
- ☐ Program/Accreditation Regulation
- ☐ Legal Mandate/Other

If you selected any of the options above, please explain:

Impact on College Programs *

How will this resource support, impact or enhance other college programs, services, and/or operations?

Impact on Student Learning *

How will this resource impact students' learning and/or experience (at the course/program/service level and/or engagement level)?

Consequence of Not Funding

If this resource request is not funded (position not filled, technology need not met, etc.), please describe the consequences for students, your department/program/service/operation and the college.

Provide an explanation of how your request supports college priorities and goals.

Be sure to map your request to the college priorities and goals under the "Mapping" tab to the right.

Please attach any additional documentation

- ☐ Attachment (if applicable)

Please use the space below to paste charts, graphs, tables, etc.

Resource Request Review

☐ Resource Request Aligns with the **College's Vision, Mission, Strategic Goals & Priorities**

☐ Resource Requests Supports other **College-wide Initiatives** and/or Plans

- (Student Equity, Guided Pathways, Strategic Enrollment Management, etc.)

☐ Resource Requests Support **Continuous Improvement Based on *Current* Program Assessment Results**

☐ Data Analysis used to Support Resource Request is **Accurate/Fair**

☐ Does the Resource Request **Use Other Institutional Data Effectively** to Support Request?