

Non-Personnel Resource Prioritization Process - DRAFT

Proposed to PBC by the Program Review Work Group

May 5, 2021

Step One: Programs Rate Level of Priority Upon the Creation of Non-Personnel Resource Requests

As program review authors are entering their resource requests into Improve, they will use the 'Resource Priority Ranking' field to prioritize their program's non-personnel resource requests (High, Medium, or Low Priority). This initial prioritization happens at the program level and will be included on the resource request spreadsheet that will then be reviewed and prioritized by the Division.

Step Two: Divisions Ensure Requests Meet Minimum Criteria

College Divisions must make it possible for the College to accomplish its Mission and improve its institutional effectiveness and academic quality. The Program Review planning and resource prioritization process should address the short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources.

Divisions must consider all of the information gathered in the resource request spreadsheet to further prioritize all of the Division's non-personnel resource requests. If Divisions use additional information to prioritize their non-personnel resource requests, they must reference the information and the manner in which it was collected. Important data to reference and document includes:

- The context for the resource requested (included in the comprehensive program review or annual update)
- Does the resource(s) requested support the program's goals?
- Do the program's goals support the achievement of the College's Mission?
- Do the program's goals support the College's goals and strategic initiatives?

Step Three: Divisions Prioritize Requests

All College Divisions are welcome to prioritize their non-personnel resource requests in the manner most appropriate for them. We recommend that divisions use the Resource Prioritization Guides below to prioritize their resources. Or they may use another prioritization tool. Whatever tool is used (if any), the Division must document its use and present the tool along with their overall prioritization to PBC each year.

- Do the program's goals support the achievement of the College's Vision and Values, including:
 - Closing the equity gaps identified in the Program, Division or College?
 - Contributing to Latinx (HSI) and Asian American, Native American, and Pacific Islander (AANAPISI) student success in the Program, Division or College?
 - Contributing to Black and African American student success in the Program, Division or College?

Step Four: PBC Certifies Prioritization Process & Collects Division Summaries

After Divisions complete the process of prioritizing resource requests, PBC must certify that the prioritization process has been followed. PBC will collect a brief summary of the process used by each Division from a Dean and a Program Review Author (representative) from each Division. The summary includes answers to the following questions:

- Do all prioritized resource requests align with and support the College's Mission, Vision and Values?
 - If No, please explain.
- Please provide a brief summary of how your Division went about the resource request prioritization process during this cycle. Include any rubrics, tools, or other information you considered during your process.

Resource Prioritization Guide

As divisions work to prioritize their resource requests, it is recommended to use the matrix below to guide assessments of each resource requests' priority. Divisions can find each program's submitted responses to the following areas in their program review reports which are posted to the [Administrative Program Review \(APR\)](#), [Instructional Program Review \(IPR\)](#) and [Student Services Program Review \(SSPR\)](#) websites.

	Location	No	Yes		Critical Question	Location
Program Review or Annual Update	Program Review or Annual Update Questions Reports on the APR , IPR or SSPR websites	Request not addressed in program review or annual update	Request addressed in program review or annual update	If you were able to answer Yes, for all three categories on the left, next consider the following critical questions via a qualitative discussion.	How does this resource contribute to closing the equity gap?	Resource Request Questions Reports on the APR , IPR or SSPR websites
College Goals & Strategic Initiatives	Program Goals Reports on the APR , IPR or SSPR websites	Does not support any of the College goals or strategic initiatives	Fully supports two or more of the College goals or strategic initiatives		How does this resource contribute to supporting Latinx student success?	Resource Request Questions Reports on the APR , IPR or SSPR websites
College Mission	Resource Request Questions Reports on the APR , IPR or SSPR websites	Does not align with college mission	Fully aligns with college mission		How does this resource contribute to supporting Black and African American student success?	Resource Request Questions Reports on the APR , IPR or SSPR websites