



**Golden West College  
Program Review  
Resource Request Protocol  
Updated Spring 2018**

## Facilities Requests

Requests that will impact facilities are reviewed by the Safety, Sustainability, and Facilities committee (SSFC). SSFC will answer the following questions and provide rating groups (page 2) results of their discussions.

1. Is the request compatible with Facilities and or Facilities Master Plan? (Y/N) If not, please explain why
2. Did the requestor notify M&O previously? (Y/N)
3. Are there alternative solutions to this request? (Y/N) - If there are alternative solutions, provide recommendations.
4. Is this a critical need? (high, moderate, low)

## Health & Safety Requests

Requests that were indicated as health & safety issues are reviewed by the Safety, Sustainability, and Facilities committee (SSFC). SSFC will answer the following questions and provide rating groups (page 2) results of their discussions.

1. Is this request a real Health & Safety Issue? (Y/N)
2. Did the requestor notify M&O previously? (Y/N)
3. Does this issue need to be addressed immediately? (Y/N) If no, when is the reasonable timeline?

## Technology Requests

All technology requests are reviewed by the College Technology Committee (CTC). CTC will answer the following questions and provide rating groups (page 2) results of their discussions.

1. Is it compatible (Y/N) – Is the request compatible with College current IT infrastructure? If not, please explain why.
2. Is the item in the request already scheduled for replacement? (Y/N) If yes, provide timeline
3. Is this a critical need? (high , moderate, low)

All information and discussions from SSFC and CTC will be provided to rating groups as informational item for discussion and to make decisions in rating requests.

Ratings completed in CCD are for requests coming from the following departments/divisions. CCD members also include faculty chairs and deans under VP of Student Services

Departments/Divisions involved in prioritizing requests coming from “instructional programs” (programs that have faculty)

- Arts & Letters
- Business & CTE
- Counseling
- (Except DSPS & EOPS)
- Criminal Justice
- Economic Workforce Development
- Health Education, Kinesiology, Athletics
- LRC & Library
- Math & Science
- Nursing
- Social Sciences

Ratings completed by managers and faculty coordinators under VP of student services are for requests coming from the following departments/divisions.

Departments/Divisions involved in prioritizing requests coming from “student services” (programs that interact directly with students, particularly through classified staff and managers)

- A&R
- Assessment & Outreach
- DSPS
- Enrollment Services
- EOPS/CalWORKS/Guardian Scholars
- Financial Aid
- International & Intercultural Programs
- SSSP & Equity
- Student Life
- Transfer & Career Center
- Veterans’ Resource Center

Ratings completed by managers under VP of Administrative Services are for requests coming from the following departments/divisions.

Departments/Divisions involved in prioritizing requests coming from “administrative services” (programs under VP of Admin Services)

- Campus IT
- Community Ed & Swap Meet
- Evening Operations
- Fiscal Services
- M&O
- Public Safety
- Student Health

Ratings completed by managers under President Office are for requests coming from the following departments/divisions. VPs reporting to the President will not participate in the rating of these requests.

Departments/Divisions involved in prioritizing requests coming from “college-wide support team” (programs under the College President)

- College Foundation
- Human Resources
- Marketing & Creative Services
- Research, Planning, and Institutional Effectiveness

All rating groups should allow time for Q&A with all requestors before making final rating and submitting to ORPIE for tabulation.

## **Program Review: Executive Team Review, Planning & Budget Review and Final Steps**

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### **Executive Team Review**

Executive Team (Pres & VPs) review the ratings. Identify and remove projects that will be funded through alternative funding from requested list. Make note of items that could be funded through alternative funding. Update the list and provide recommendations of funding allocation to P&B.

### **Planning & Budget Rating**

P&B review updated rating list from Executive team, discuss rating outcomes, and make decisions on Executive Team recommendation. P&B forward decisions to President's Office.

### **President Decision**

President makes final decision and notifies P&B and campus of resource allocation outcomes.

### **Resource Spending**

Departments work with Fiscal Office to get updated quotes (3 if item is over \$10,000) and make purchases.

### **Program Review Assessment**

All individuals participating in resource allocation process will evaluate the process and identify areas of strengths and areas in need of improvement

### **Overall improvement**

Department chairs/deans over areas that received funding will submit a 5-column model assessment within a year of receiving the funded item and describe how the requested item has impacted their program.