Joint Resource Allocation Prioritization Process

Academic Affairs Resource Allocation Process

Each fall: Establish an academic affairs prioritization sub-committee that will prioritize resource requests in instructional and administrative program reviews from academic affairs. The sub-committee will create a ranking criteria that is applicable to the resource requests submitted in academic affairs program reviews. It will send technology requests to the Technology Committee for prioritization. Faculty positions will be prioritized by the Academic Planning Council. The sub-committee will prioritize a list for staff and a separate list for equipment.

Membership – To be comprised of staff, faculty and administrators from within the academic affairs unit, and chaired by the Vice President, Academic Affairs. Suggested membership includes:

- 2 department chairs (including 1 CTE)
- 1 faculty member from Professional Development Committee
- 1 Senate representative
- 2-3 administrators
- 4 classified staff (designated by CSEA)
- Chair – VPAA

Meeting Schedule – Meeting(s) to be held in the fall term

Rubric Criteria – To be developed and/or reviewed by Prioritization Sub-Committee

Student Services Resource Allocation Process

Each fall: Student Services will prioritize resource requests from the Administrative Unit Program Review into the ranking process of the all other Student Services resource requests completed by the Student Services Planning Council. The sub-committee will create a ranking criteria that is applicable to the resource requests submitted in student services program reviews. It will send technology requests to the Technology Committee for prioritization. The sub-committee will prioritize a list for staff and a separate list for equipment.

Membership: All Student Services resource requests submitted through the Student Services Program Review process and the Administration Unit Program Review process will be ranked by the Student Services Planning Council. The prioritization committee composition representing all 21 areas of student services includes:

- 3 faculty
- 7 staff

- 7 administrators
- 4 students
- Chair – VPSS

Meeting Schedule/Rubric Criteria - The ranking process will occur during regularly scheduled meetings using ranking criteria approved annually by the Student Services Planning Council.

Business Services Resource Allocation Process

Each fall: Establish a BFPC prioritization sub-committee that will prioritize resource requests of administrative program reviews from business services. The sub-committee will use a ranking criteria that is applicable to the resource requests submitted in business services program reviews. It will send technology requests to the Technology Committee for prioritization. The sub-committee will prioritize a list for staff and a separate list for equipment.

Membership – To be comprised of staff and administrators from within business services, and chaired by the Vice President, Business Services. Suggested membership includes:

- 2-3 business services administrators
- 4 classified staff (designated by CSEA)
- 2 Faculty
- Chair – VPBS

Meeting Schedule – Meeting(s) to be held in the fall term

Rubric Criteria – To be developed and/or reviewed by Prioritization Sub-Committee

President's Office and Strategic Development Resource Allocation Process

Each fall: All resource requests submitted through the President's Office and Strategic Development Program Review process will be submitted ranked by the division and submitted to ISPC.

Membership – To be comprised of all staff and administrators from within the President's Office and Strategic Development respectively.

Meeting Schedule – Meeting(s) to be held in the fall term

Rubric Criteria – To be developed and/or reviewed by the divisions.

Prioritization Lists to ISPC

Student Services Planning Council, Business & Facilities Planning Council, Academic Affairs Prioritization Subcommittee, Academic Planning Council, President's Office, Strategic Development, and the Technology Committee will submit their prioritized lists to ISPC for approval. ISPC will vote to accept the lists as submitted by the respective council/committee/division. Once approved, the lists will be forwarded to the President for funding determination.

Rubric Criteria – Annually ISPC will review the rubric provided by each council/committee in the spring to ensure alignment with the Educational Master Plan and Strategic Plan.