

**Foothill College Operations Planning Committee (OPC)**  
**2017-18 Resource Request Rubric for Prioritization – FINAL**

Title of Request:

Date:

Department/Program:

Division:

Amount Requested:

<b>Meets Minimum Requirements</b>	<b>Yes</b>	<b>No</b>
Minimum requirements include alignment with college mission and having a completed program review that includes the resource request.		
Minimum requirements align with at least one goal of Education Master Plan.		

<b>Criteria</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
Institutional Learning Outcomes and Core Mission Workgroup Objectives  <b>For Admin Unit – Utilization</b>	Request is clearly linked to student outcomes, including success, persistence and retention, that facilitate success in basic skills, transfer or workforce goals.	Request is somewhat linked to student outcomes that facilitate success in basic skills, transfer or workforce goals.	Request has limited link with student outcomes that facilitate success in basic skills, transfer or workforce goals.
Program Reach  <b>For Admin Unit – Utilization</b>	Request has potential to reach across programs, departments, and/or divisions.	Request is limited to specific programs or departments.	Request does not have potential to affect student outcomes beyond a specific segment.
Accreditation and legal mandates (inc. health and safety issues)	Required to meet laws or regulations that require particular efforts (e.g. mgmt of hazardous materials). Immediate timeline needed for implementation.	Required to meet laws or regulations with some flexibility in timeline or process.	No requirement to meet laws or regulations that require particular efforts.
Data Trends (Enrollment) <b>For Admin Unit – Anticipated Usage Data</b> <i>* for additional information see comments section below in conjunction with Program Review Committee</i>	Stable or increasing enrollment trends OR anticipated enrollment fluctuation with evidence or plan.	Fluctuating enrollment trends without evidence for explanation or plan.	Declining enrollment trends.
Data trends, Access  <b>For Admin Unit – Anticipated Usage Data</b>	Request increases access to instruction and/or services that highlight or serve all students, especially disproportionately impacted groups.	Request increases access to instruction and/or services for students, but not necessarily highlighting needs of disproportionately impacted groups.	Request does not address plan to increase success rates for disproportionately impacted groups or addresses very small group.
Data trends, Equity	Request includes plan to increase success rates for disproportionately impacted	Request includes plan to increase success rates but not addresses needs	Request does not address needs or issues regarding

<b>For Admin Unit – Anticipated Usage Data</b>	groups.	of disproportionately impacted groups.	disproportionally impacted groups.
Organizational and operational changes and needs	Evidence that major change(s) due to reorganization, new methodology is required to carry out function with evidence of impact on program, or equipment needs that are operationally necessary. Evidence demonstrating severe losses in a major funding source for critical program.	Changes in responsibility due to reorganization OR operational needs with some evidence of impact on program OR flexibility/limited evidence demonstrating request is operationally necessary. Losses in some funding sources for critical and noncritical programs.	No change in responsibility or no evidence demonstrating that request is operationally necessary. Program will continue to be funded by identifiable sources.
Future need	Evidence demonstrating anticipated or continuing needs will be fulfilled by request.	Limited evidence demonstrating anticipated or continuing needs will be fulfilled by request.	No evidence demonstrating anticipating or continuing needs will be fulfilled by request.
Criteria Total (add up number of high, medium, low indicators)			

<b>Additional Comments</b>
Rationale:
Areas needing further clarification:
Other considerations:
Potential funding source:

<b>Priority band</b>	High, medium, or low
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