

**Foothill College Operations Planning Committee (OPC)**  
**2015-16 Resource Request Rubric for Prioritization – FINAL**

Title of Request:

*Operating Cost for Ambassador Program*

Department/Program:

*Student Services*

Division:

Date:

*Apr. 6, 2016*

Amount Requested:

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

Criteria	High	Medium	Low
Institutional Learning Outcomes and Core Mission Workgroup Objectives  For Admin Unit--Utilization	Program mix has clear defined linkage with student outcomes, including success, persistence and retention, that facilitate success in basic skills, transfer or workforce goals. Request has potential to reach across programs, departments, and/or divisions.  <del>OK</del>	Program mix has somewhat defined linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals. Request is limited to specific programs or departments.  <del>X</del>	Program mix has limited demonstrated linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals. Request does not have potential to affect student outcomes beyond a specific segment.  <del>X</del>
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.  <del>X</del>	Required to meet laws or regulations with some flexibility in timeline or process.  <del>X</del>	No requirement to meet laws or regulations that require particular efforts.
Data trends (enrollment and/or usage)  For Admin Unit – Anticipated Usage Data	Stable or increasing enrollment trends OR anticipated enrollment fluctuation with evidence or plan.  <del>N/A</del>	Fluctuating enrollment trends without evidence for explanation or plan.  <del>N/A</del>	Low or declining enrollment trends.  <del>N/A</del>
Data trends (Access and/or Equity)  For Admin Unit – Anticipated Usage Data	Request includes plan to increase success rates for disproportionately impacted groups. Request increases access to instruction and/or services that highlight or serve all students, especially disproportionately impacted groups.	Request includes plan to increase success rates but not addresses needs of 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. Request does not address needs or issues regarding disproportionately impacted

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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.	groups. 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)	2	1	2

<b>Additional Comments</b>
Rationale:
Areas needing further clarification: <i>Budget details / some expenditure not allowed (shirts)</i> <i>See demographics of student participating / what</i> <i>happened to last \$25,000 budget dollars? did it</i> <i>go to Marketing?</i>
Other considerations:
Potential funding source:

Priority band	High, medium, or low
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**Foothill College Operations Planning Committee (OPC)**  
**2015-16 Resource Request Rubric for Prioritization – FINAL**

Title of Request:

*Disability compliant electric cart to replace old cart*

Date:

*Apr 6, 2016*

Department/Program:

*Student Services*

Division:

*DRC*

Amount Requested:

*\$12,000.00*

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

Criteria	High	Medium	Low
Institutional Learning Outcomes and Core Mission Workgroup Objectives  <i>For Admin Unit--Utilization</i>	Program mix has clear defined linkage with student outcomes, including success, persistence and retention, that facilitate success in basic skills, transfer or workforce goals. Request has potential to reach across programs, departments, and/or divisions.	Program mix has somewhat defined linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals. Request is limited to specific programs or departments.	Program mix has limited demonstrated linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals. Request does not have potential to affect student outcomes beyond a specific segment.
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*Remember will need to find out if in review*

			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.
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Criteria Total (add up number of high, medium, low indicators)			

<b>Additional Comments</b>
Rationale:
Areas needing further clarification:
Other considerations:
Potential funding source: <div style="font-family: cursive; font-size: 1.2em; color: blue; margin-top: 20px;">             One time Carry-over DSPS           </div>

Priority band	High, medium, or low
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**Foothill College Operations Planning Committee (OPC)**  
**2015-16 Resource Request Rubric for Prioritization – FINAL**

Title of Request: *Copy Machine Upgrade*  
 Department/Program: *Finance*

Division: *Print Shop*

Date: *Apr. 6, 2016*  
 Amount Requested: *\$150,000*

Meets Minimum Requirements	Yes	No
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.		

Criteria	High	Medium	Low
Institutional Learning Outcomes and Core Mission Workgroup Objectives  <i>For Admin Unit--Utilization</i>	Program mix has clear defined linkage with student outcomes, including success, persistence and retention, that facilitate success in basic skills, transfer or workforce goals. Request has potential to reach across programs, departments, and/or divisions.	Program mix has somewhat defined linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals. Request is limited to specific programs or departments.	Program mix has limited demonstrated linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals. Request does not have potential to affect student outcomes beyond a specific segment.
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Criteria Total (add up number of high, medium, low indicators)			

<b>Additional Comments</b>
<p>Rationale:</p> <p><i>Already ordered → but bought a "used" unit for \$21,000.00</i></p>
<p>Areas needing further clarification:</p>
<p>Other considerations:</p>
<p>Potential funding source:</p>

*Pre-Approved due to broken equipment*

Priority band	<i>Pre-Approved</i>	High, medium, or low
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Final



**Foothill College Operations Planning Committee (OPC)**  
**2015-16 Resource Request Rubric for Prioritization – FINAL**

Title of Request: *General Upgrade and Maintenance*  
 Department/Program: *Finance*

Division: *Print Shop*

Date: *Apr 6, 2016*

Amount Requested:

*Brenda estimating costs*

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

Criteria	High	Medium	Low
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Criteria Total (add up number of high, medium, low indicators)	2	4	0

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

Priority band	High, medium, or low
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**Foothill College Operations Planning Committee (OPC)**  
**2015-16 Resource Request Rubric for Prioritization – FINAL**

Title of Request:

*TEA for Celebrity Forum*

Department/Program:

*Self Sustaining Program (Celebrity Forum)*

Division:

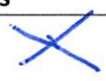
*Finance*

Date:

*April 6, 2016*

Amount Requested:

*\$2,500.00*

Meets Minimum Requirements	Yes	No
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.		

Criteria	High	Medium	Low
Institutional Learning Outcomes and Core Mission Workgroup Objectives  <b>For Admin Unit--Utilization</b>	Program mix has clear defined linkage with student outcomes, including success, persistence and retention, that facilitate success in basic skills, transfer or workforce goals. Request has potential to reach across programs, departments, and/or divisions.	Program mix has somewhat defined linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals. Request is limited to specific programs or departments.	Program mix has limited demonstrated linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals. Request does not have potential to affect student outcomes beyond a specific segment.
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Final

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Criteria Total (add up number of high, medium, low indicators)			

<b>Additional Comments</b>
<p>Rationale:</p> <p><i>Additional help for Celebrity Forum self sustaining program</i></p>
<p>Areas needing further clarification:</p>
<p>Other considerations:</p>
<p>Potential funding source:</p>

Priority band	High, medium, or low
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*NOT Ranked because self sustaining funds.*

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Final



*Simplicity's Career  
Service Manager*

Foothill College Operations Planning Committee (OPC)  
2015-16 Resource Request Rubric for Prioritization – FINAL

Title of Request:

*Career Services + resource online 24/7*

Department/Program:

*Student Services*

Division:

*Student Services*

Date:

*Apr. 6, 2016*

Amount Requested:

Meets Minimum Requirements	Yes	No
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.		

Criteria	High	Medium	Low
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Criteria Total (add up number of high, medium, low indicators)			

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

Priority band	High, medium, or low
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**Foothill College Operations Planning Committee (OPC)**  
**2015-16 Resource Request Rubric for Prioritization – FINAL**

TEA  
 Title of Request: *Maintain Client Base Center for Training & Solutions* Date: *Apr 6, 2016*  
 Department/Program: \_\_\_\_\_ Division: \_\_\_\_\_ Amount Requested: *\$80,000.00*

Meets Minimum Requirements	Yes	No
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.		

Criteria	High	Medium	Low
Institutional Learning Outcomes and Core Mission Workgroup Objectives  For Admin Unit--Utilization	Program mix has clear defined linkage with student outcomes, including success, persistence and retention, that facilitate success in basic skills, transfer or workforce goals. Request has potential to reach across programs, departments, and/or divisions.	Program mix has somewhat defined linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals. Request is limited to specific programs or departments.	Program mix has limited demonstrated linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals. Request does not have potential to affect student outcomes beyond a specific segment.
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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:

Priority band	High, medium, or low
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