Title of Request: Date:

Department/Program: Division: Amount Requested:

Meets Minimum Requirements		Yes	No
Minimum requirements include alignment with college mission and having a completed program review (including assessment methods, completion and success rates) that includes the resource request.			

Criteria	High	Medium	Low
Institutional Learning Outcomes and Core Mission Workgroup Objectives	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.
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 and/or usage)	Stable or increasing enrollment trends OR anticipated enrollment fluctuation with evidence or plan. Request increases access to instruction and/or services that highlight or serve all students, especially underrepresented population groups.	Fluctuating enrollment trends without evidence for explanation or plan. Request increases access to instruction and/or services for students, but not necessarily highlighting needs of underrepresented population groups.	Low or declining enrollment trends. Request does not address needs or issues regarding underrepresented population 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	Limited evidence demonstrating	No evidence demonstrating

	continuing will be fulfilled by request.	anticipated or continuing need will be fulfilled by request.	anticipating or continuing need will be fulfilled by request.
Other	Vital for program.	Beneficial but not necessary for program.	No impact on program.
Criteria Total (add up number of high, medium, low indicators)			

Priority band	High, medium, or low

Additional Comments
Rationale:
Areas needing further clarification:
Potential funding source: