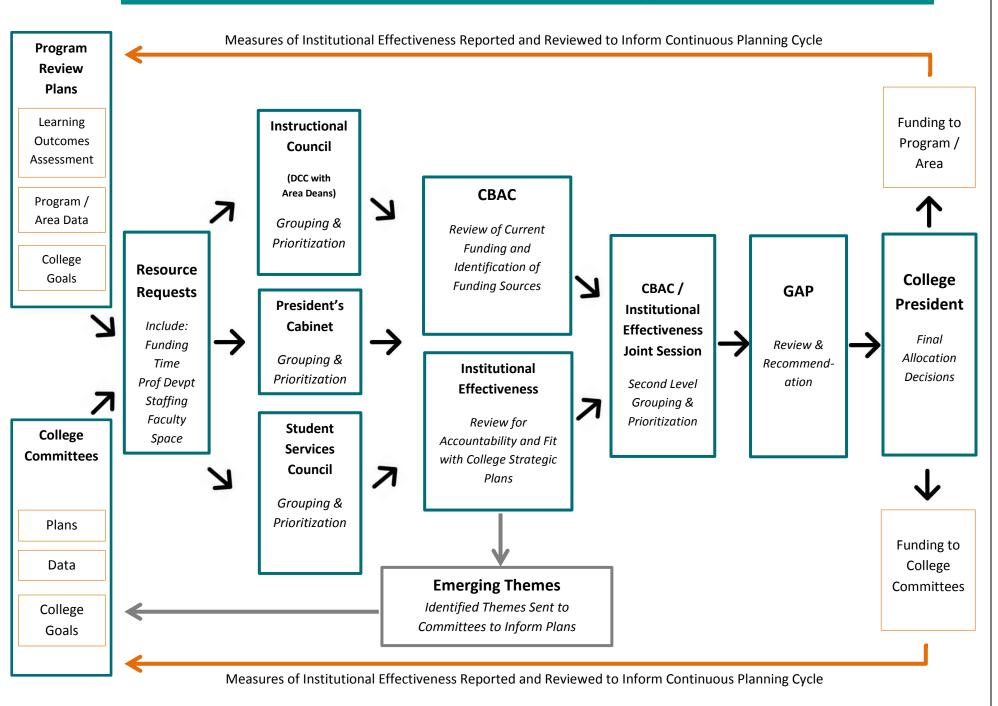
MISSON COLLEGE INTEGRATED RESOURCE REQUEST PROCESS Approved 4-20-11



MISSION COLLEGE INTEGRATED RESOURCE REQUEST PROCESS Approved 4-20-11

Step 1: Program & College Planning Fall

- -Outcomes assessment, Program Review & Goal Identification
- -Outcomes assessment, Committee Plans & Goal Identification

Step 2: Resource Requests (submitted simultaneous with Program Review) Fall

-Program and committee requests submitted to area Vice Presidents/President using identified operational needs & goals from Program Reviews / Committee Plans

Step 3: First Level Grouping & Prioritization Fall or Spring

- -Request prioritization by Instructional Council (including DCC, Instructional Staff and Area Deans), Student Services Council, and President's Cabinet (administrative infrastructure, eg. college-wide facilities, marketing, etc.)
- -Grouping of similar requests within each group

Step 4: Review for Accountability & Accreditation Standards; Budget Source Identification Spring

- -Review by Institutional Effectiveness Committee
 - -Requests reviewed for accountability measures, fit with college strategic plans, and linkage to accreditation standards
- -Identification of emerging themes which will be sent to committees and groups to inform plans -Review by CBAC
 - -Review of all current funding and past expenditure patterns
 - -Identification of alternative or new funding sources
 - -Match of funding requests with appropriate funding streams

Step 5: Second Level Grouping & Prioritization Spring

- -Joint session with representatives from CBAC and Institutional Effectiveness Committees
 - -Review of First Level Prioritizations and advisory information from CBAC and Institutional Effectiveness Committee to create a combined prioritization
 - -Grouping of similar requests across groups

Step 6: Final Review & Recommendation Spring

- -GAP review of prioritization from joint session
- -Final recommendation to the College President by GAP

Step 7: Allocation Decisions Spring

- -Final allocation decisions made by President
- -Funding approved to program/area or to focus committee with expectation of tracking institutional effectiveness measures

Step 8: Continuous Planning Cycle with Annual Updates Ongoing

- -Ongoing tracking of timely expenditures, progress towards goals and measures of effectiveness
- -Tracking used to inform program reviews and committee plans
- -Request alterations submitted as a result of analysis of effectiveness included in Program Review