

## 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. 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 chair)
- 1 faculty member from Professional Development Committee
- 1 Senate representative
- 2-3 administrators
- 4 classified staff (designated by CSEA)
- Chair – VPAA

**Meeting Schedule** – Three meetings to be held in the fall term

**Rubric Criteria** – To be developed 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:

- 2 faculty
- 7 staff

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- 9 administrators
- 1 student
- 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** – Three meetings to be held in the fall term

**Rubric Criteria** – To be developed by Prioritization Sub-Committee

*Approved by ISPC on May 3, 2017*

### **Integration of staff and equipment lists by ISPC**

ISPC will create a criteria for ranking of staffing and equipment into a top five of each council's list to be integrated into a staffing top fifteen list and an equipment top fifteen list for the college. During this process, ISPC will not reorder the items ranked on their respective list. ISPC determined the criteria for ranking will be the seven goals of the Norco College Strategic Plan and use the following Model of Evaluation.

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All other need requests lists, such as the technology and faculty lists, will remain separate and are not part of this process.

**Rubric Criteria** – Annually ISPC will review the rubric provided by each council; Criteria for ISPC ranking based on the mission and goals of the institution.