Resource Prioritization and Allocation Rubric – for Funding Requests for 2019-20 Budget

Rubric Overview and "Cliff Notes"
For the 2019-20 budget development cycle, each department may submit up to three (3) requests for prioritization. Indicate which requests you are submitting on the Action Plan spreadsheet (on either tab) by selecting "Yes" in the "Submit Request for 19-20 Budget Column" on the Action Plan. **Indicate your submissions no later than 5pm on Wednesday, November 21.**

All requests will be scored using the rubric that follows on page 2. Use the guidance in the bullets below to strengthen your justification. This will help the scoring committee understand your request and increases the chances that your request will receive a higher score.

External Mandates
   Requests that support mandated action items will be pulled from the list and considered separately. If the requested resource supports an a Federal or state mandate, addresses health and safety, and/or is required to support programmatic accreditation or licensure already in place, please include an explanation in the "Brief Description of Rationale" column of the action plan.

Category 1: Program Review
   Requests with strong justification will:
   - Show a clear connection to Program Review goals and action items
   - Support action items with connections to student learning and/or student achievement data
   - Include consideration of the anticipated effect/outcome of the resource (i.e., how does it help you move the action item forward toward the goal?)

Category 2: Outcomes Assessment
   Requests with strong justification will:
   - Support action items with a clear connection to results of specific SLO, PLO, and/or SAO assessments and documented plans to improve student learning

   Additional points are awarded based on the degree to which the department is current on its SLO assessment cycle (i.e., all courses have been assessed at least once in the past 2 academic years)

Category 3: Institutional Alignment
   Requests with strong justification will:
   - Support action items that show a direct link/support for the Mission and one or more Institutional Goals (outlined in the Education Master Plan) and/or goals outlined in an EMP support plan (e.g., Tech Plan; Equity Plan, etc.)
   - Include consideration of the anticipated effect/outcome of the resource (i.e., how does it help you move the action item forward toward the goal?)

   Additional points are awarded based on the requested resource's potential for broad, institutional impact (i.e., how will funding this request affect other programs or departments?)

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	Prompt/Criteria	None (0)	Low (1)	Moderate (2)`	Strong (3)	SCORE
PROGRAM REVIEW	**Criteria 1:** Does the request clearly link to the department's Program Review?	*Does not address*	*Request includes some information, but some areas are incomplete and/or connection to Program Review is not immediately clear*	*Request is clear, complete, and demonstrates a connection to Program Review*	*Request is clear and complete, shows connection to Program Review, and refers to student learning and/or student achievement data to support rationale*	
	Criteria 2: Does the rationale for the request clearly describe how the resource will impact the overall health and vitality of the program?	*Does not address*	*Request rationale includes some information, but some areas may be incomplete and rationale may not be clear*	*Request rationale is clear, complete, and shows some connection to program health/vitality*	*Request rationale is clear, complete, includes consideration of sustainability, and/or demonstrates how the impact of the resource on the program will be evaluated for ongoing effectiveness*	
OUTCOMES ASSESSMENT	**Criteria 1:** Does the request show clear link to outcomes assessment results?	*Does not address*	*Request acknowledges results of SLO, PLO, and/or SAO assessments generally, but does not include specific details*	*Request includes clear connection to results of specific SLO, PLO, and/or SAO assessments*	*Request includes clear connection to results of 1) specific SLO, PLO, and/or SAO assessments and 2) plans to improve student learning*	
	Criteria 2: Is the requesting department current on its outcomes assessment, according to its documented cycles for SLO/PLO/SAO assessment?	*Department is behind by 1 or more cycle on more than 75% of its assessments*	*Department is behind by 1 or more cycle on 25-75% of its assessments*	*Department is behind by 1 or more cycle on less than 25% of its assessments*	*Department is current on all assessments*	
INSTITUTIONAL ALIGNMENT	**Criteria 1:** Does the request clearly align with the College Mission and Education Master Plan (EMP)?	*Does not address*	*Request shows general connection to the Mission*	*Request shows general connection to the Mission and one or more institutional goals outlined in the EMP*	*Request 1) shows direct link and support for the Mission and one or more specific institutional goals outlined in the EMP, and 2) includes consideration of how the impact of the resource will be evaluated*	
	Criteria 2: Does the request align with college-wide initiatives, operational and/or EMP Support Plans (e.g., Tech Plan, Facilities Plan, Integrated BSI/SEP/3SP Plan, Staffing Plan, etc.)?	*Does not address*	*Request shows general connection to one or more initiative or plan*	*Request shows connection to one or more specific initiative, operational plan, or EMP support plan*	*Request shows direct link and support for specific operational plan or initiative, and includes consideration of how the impact of the resource will be evaluated*	
	Criteria 3: Does the requested resource have the potential for impact beyond the requesting department?	*Does not address*	*Requested resource has little potential for impact outside the requesting department*	*Requested resource has some potential for impact outside the requesting department*	*Requested resource has strong potential for broad, institutional impact*	
					TOTAL SCORE:	