

Santiago Canyon College Resource Request Form

Please submit a separate Santiago Canyon College Resource Request Form for each request you make. Therefore, if you are requesting two new positions, you should complete two Santiago Canyon College Resource Request Forms.

This request is for prioritization for the upcoming fiscal year, and it will be eligible for available funding from July 1st to June 30th.

1. RESOURCE REQUEST (RR) TITLE:

2. REQUESTOR NAME/GROUP:

3. REQUESTOR PHONE:

4. REASON FOR REQUEST (Please provide a brief narrative explaining why you are making this request as well as the immediate and/or long term impact this request will have on your program or in your area.):

5. RESOURCE REQUEST TOTAL COST (Please provide supporting cost documentation for this resource request):

One time cost: \$ _____ Ongoing (annual) cost: \$ _____

Total one time and ongoing cost: \$ _____

6. RESOURCE REQUEST (RR) DESTINATION (See [Resource Request Process Flowchart](#)):

Joint Chairs Safety Committee Technology Committee Facilities Committee

VP Academic Affairs VP Student Services VP Administrative Services VP Continuing Education

7. IS THIS RESOURCE REQUEST:

Legally Mandated? Legally Mandated is defined as that which is required to be in compliance with federal, state, or local laws and regulations. Yes No

If yes, please provide explanation:

A Replacement Need? Yes No

If yes, please provide explanation:

Addressing a known or new Safety Need? A Safety Need is defined as a resource that will eliminate or prevent hazards to person or property. Yes No

If yes, please provide explanation:

8. WHEN WAS THE FIRST TIME THAT YOU SUBMITTED THIS RESOURCE REQUEST (i.e. in a DPP, Program Review, or Prioritization Request?)

FALL SPRING YEAR _____

9. HOW DOES THIS REQUEST SUPPORT [SANTIAGO CANYON COLLEGE'S MISSION](#)?

10. LIST ALL SCC GOALS THAT THIS REQUEST SUPPORTS. (See [Educational Master Planning Document](#))

11. SELECT ONE OF THE SCC GOALS THAT YOU FEEL MOST RELEVANT TO YOUR RESOURCE REQUEST AND PROVIDE AN EXPLANATION AS TO HOW YOUR REQUEST SUPPORTS THE SELECTED [GOAL](#):

12. LIST ANY [TECHNOLOGY MASTER PLAN](#) GOALS THAT THIS RESOURCE REQUEST SUPPORTS.

13. LIST ANY [FACILITIES MASTER PLAN](#) PRIORITIES THAT THIS RESOURCE REQUEST SUPPORTS.

14. IF YOU COMPLETE A YEARLY DEPARTMENT PLANNING PORTFOLIO (DPP), PROVIDE EVIDENCE THAT THIS RESOURCE REQUEST IS IN YOUR UNIT'S DPP. CUT AND PASTE THE SPECIFIC AREAS FROM THE DPP THAT RELATE DIRECTLY TO THIS REQUEST.

15. PROVIDE EVIDENCE THAT THIS RESOURCE REQUEST IS IN YOUR PROGRAM REVIEW. CUT AND PASTE THE SPECIFIC AREAS FROM THE PROGRAM REVIEW THAT RELATE DIRECTLY TO THIS REQUEST.

16. IF YOU COMPLETE OUTCOMES ASSESSMENT, CUT AND PASTE THE EVIDENCE FROM YOUR SUBMITTED OUTCOMES ASSESSMENT REPORTS THAT RELATE DIRECTLY TO THIS REQUEST AND PROVIDE A RELATED EXPLANATION OF HOW THE DATA SUPPORTS YOUR REQUEST.

Revised 4 May 2016

FOR VICE PRESIDENT USE ONLY (PLEASE CHECK ONE): ___ INSTRUCTIONAL SUPPLIES ___ NONINSTRUCTIONAL SUPPLIES ___ INSTRUCTIONAL EQUIPMENT ___ NONINSTRUCTIONAL EQUIPMENT ___ PERSONNEL ___ INSTRUCTIONAL TECHNOLOGY ___ NONINSTRUCTIONAL TECHNOLOGY ___ CONTRACT SERVICES ___ FACILITIES