



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 more than one new position, or set of supplies, and/or equipment, you should complete multiple 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 title:

2. Requestor's name/group:

3. Requestor phone:

4. Type of Request (see [Funding Category Definitions](#)):

Instructional Equipment

Non-instructional Equipment

Transportation/Fees

Instructional Supplies

Non-instructional Supplies

Contract Services

Instructional Technology

Non-instructional Technology

Personnel

Facility need (space)

5. Reason for request:

Please provide a brief narrative explaining why you are making this request. (700 character max)

The immediate and/or long-term impact this request will have on your program or in your area. (300 character max)

If this request is not funded, the most negative impact will be at the _____ level?

Classroom

Department

Division

College

No negative Impact

6. 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: \$
- Minimum amount this could be partially funded: \$

All technology related price quotes must come from ITS.

Please ensure quotes include the total cost of acquisition of the requested resource which includes costs for the following:

- Hardware
- Software
- Licensing
- Subscription
- Mounting and Installation

7. Resource request destination (see [Resource Request Process Flowchart](#)):

Division Office
Facility & Safety Committee
Technology Committee

President's Cabinet
VP Administrative Services
VP Academic Affairs
VP Continuing Education
VP Student Services

Requested software must also have a current Voluntary Product Accessibility Template (VPAT) on file.

8. Is this resource request legally mandated? (300 character max) Yes No
Legally mandated is defined as that which is required to be in compliance with federal, state, or local laws and regulations.

If yes, please provide explanation. (300 character max)

9. Is this resource request addressing a known or new safety need? Yes No
A safety need is defined as a resource that will eliminate or prevent hazards to person or property.

If yes, please provide explanation. (300 character max)

10. Are there standard practices in the field to support your request (i.e. industry, professional organization, other institutions)? Yes No

If yes, please provide explanation. (300 character max)

11. Does this request support the [Santiago Canyon College's Mission](#)? Yes No

12. Is this request for a designated [Signature Program](#)? Yes No

13. Select all SCC goals that this request supports.

- I. Support a college culture of academic excellence and personalized education
- II. Support student success and equity by enhancing the integration of student services, instructional areas, and institutional initiatives
- III. Focus on student completion of pathways
- IV. Improve communication within the college community
- V. Support faculty and staff development
- VI. Optimize access to physical, technological, human, and fiscal resources through data-informed, integrated planning and resource allocation processes
- VII. Maintain and enhance the college's technological infrastructure and facilities
- VIII. Strengthen and refine the processes that integrate planning and resource allocation
- IX. Enhance and expand the college's community presence

14. 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. (300 character max)

I. II. III. IV. V. VI. VII. VIII. IX.

15. If this is a technology request, please answer the following:

- How many estimated students served
- Number of sections served
- Number of classrooms impacted

16. Select any [Facilities Master Plan](#) priorities that this resource request supports.

- Maximize functional space
- Eliminate non-functional space
- Improve efficiency/utilization of facilities
- Enhance the campus environment
- Right-size the campus to address program needs

17. 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. If this is a committee requests, please submit any minutes, agendas, or notes that support the request in lieu of a DPP.

18. 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.

19. If you complete outcomes assessment, include 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.

20. If you have student achievement data (success, retention, persistence, transfer, etc.) that relate directly to this request, please provide the data and an explanation of how the data support your request.