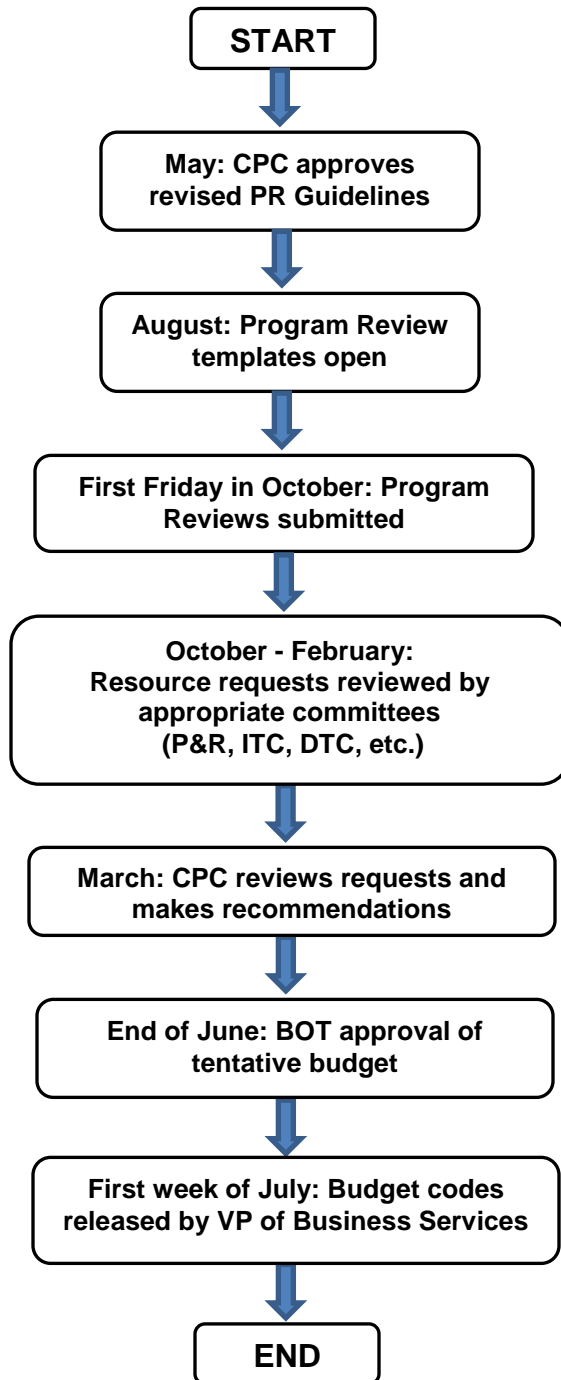# SBCC Resource Request Process

1. Flowchart of Resource Request Process

The following flowchart is an abbreviated version of the resource request process. For detailed information about each step, please see the attached timeline and narrative.

```
                    START
                      ↓
          May: CPC approves
          revised PR Guidelines
                      ↓
          August: Program Review
          templates open
                      ↓
          First Friday in October: Program
          Reviews submitted
                      ↓
          October - February:
          Resource requests reviewed by
          appropriate committees
          (P&R, ITC, DTC, etc.)
                      ↓
          March: CPC reviews requests and
          makes recommendations
                      ↓
          End of June: BOT approval of
          tentative budget
                      ↓
          First week of July: Budget codes
          released by VP of Business Services
                      ↓
                    END
```

2. Timeline of Resource Request Process

The controller provides oversight of the resource request process in order to ensure that budget timelines are met.

DATE	ACTION	Person (s) Responsible
May	Review PR guidelines	Controller and P&R Chair
End of May	Review potential changes to template website	IR
June/July	Modify template website	IR
At least 2 weeks prior to opening template	Send program review instructions to chairs/directors and program managers	VP of Business Services/Controller
Last Monday before Fall semester begins	Program review website opens	IR
1st Friday of October	Deadline for program review submission	Chairs/directors and program managers
2nd Monday of October	Export resource requests to an Excel file	IR
2nd Tuesday and Wednesday of October	Clean up of errors, omissions, and miscategorizations of resource requests in Excel file	Controller, ITC and P&R Chairs
2nd Thursday or Friday of October	Preliminary review of resource requests	VP of Business Services (IR, EVP, VP IT, Controller, VP HR, AS President, CCG, ITC and P&R Chairs)
2nd Friday of October	Spreadsheets released to P&R, ITC, DTC and PC	IR
1st meeting of February	ITC and P&R complete Educational Programs ranking	ITC and P&R Chairs
2nd meeting of February	Academic Senate review of recommendations from ITC & P&R	Academic Senate President
3rd Friday of February	DTC review of recommendations from ASW and ITC	VP IT

3rd Friday of February	Classified position prioritization by Classified Staff Prioritization Workgroup	Chair of CSPW
4th Monday of February	PC ranking of non-educational programs requests and review of all resource requests	VPs, EVP and President
One week before first March meeting of CPC	Request PR item on CPC agenda	VP of Business Services/Controller
1st March meeting of CPC	First reading of program review recommendations	CPC
2nd March meeting of CPC	Second reading of program review recommendations	CPC
4th Thursday in June	Approval of tentative budget	BOT
2nd week of July	Budget codes released to ITC, P&R Chairs, department chairs/, directors and program managers	VP of Business Services/Controller

3. Description of Resource Request Process

Resource requests are a component of the annual program review process.

Initiating the Program Review Process
The Program Review process occurs every year for resource requests, updating goals as appropriate; and once every three years for a complete update of the narrative analysis for each department or program area. In the annual resource request process, the guidelines are reviewed by CPC after submission by Controller and P&R chair at the first meeting in May. Instructions, guidelines, and timetable are distributed by the Vice-President of Business Services/Controller before August 15. The online Program Review templates go live the week before fall semester begins, and department chairs and managers have at least six weeks to complete their resource requests.

Additional Documentation for Technology Requests
Any technology requests through Program Review that may require infrastructure (such as: servers, data storage, data integration, programming, hardware installation, software implementation, electrical, networking, wireless, etc.) and/or IT support will require completion of the IT Project Request Form by September 15.

Requests that are not accompanied by the completed form will not be ranked.
<u>Click here for the IT Project Request Form.</u>

Vetting Process
In early October, a CPC Ad hoc group reviews all resource requests for errors, omissions, and miscategorizations.

All resource requests are vetted by the appropriate committees between October and February of the following calendar year. For faculty-led areas, P&R and ITC review relevant requests and forward recommendations to the Academic Senate. DTC and PC simultaneously complete their ranking process, and requests for staffing are reviewed by CSPW. The rankings are entered on the master Program Review spreadsheet prior to the first CPC meeting in March. The VP of Business Services/Controller requests this item for the first March CPC meeting and calculates potential costs.

CPC Review of Resource Requests
CPC completes the first reading of the resource requests at the first meeting in March and the second reading at the second meeting of March. Once CPC recommendations are approved, they are incorporated into the tentative budget. The tentative budget goes to the Board of Trustees for review, discussion, and eventual approval on the fourth Thursday in June. Items approved via this budgeting process are assigned budget codes, which are released to department chairs/managers and appropriate committee chairs during the first week of July.