



1. Instructional Program Reviews
2. Student Services CAS Standards Review
3. Identify the Needs for the Programs/Departments – Work with Institutional Research to generate robust assessment/discussion of need based on program data and viability).

1. Each PT reviews the CAS and Program Reviews from their areas.
2. Develops prioritization lists based on needs.

1. Reviews prioritization lists from PTs.
2. Holistically measures requests with available funding.

1. Received and reviews reports/rankings from PTs and Budget Committees.
2. Determines final need requests and gives recommendations to the President

1. President makes final decision regarding requests.

Planning Teams

1. What is the makeup of the Planning Team:
 - Deans – OR - VP Instruction; VP Student Services lead
 - Tri-Chair Team?
 - Senate appoints positions similar to PBTs now
2. Vision & Purpose – strategic
 - Team is in charge of knowing, understanding and analyzing department/division needs
 - Rate/rank positions, equipment and needs
 - Assess ongoing support needed (especially with regards to equipment); life cycle analysis
 - Uphold Mission of College; Equity
 - Asks follow up questions to Deans regarding the need requests
3. Clear Communication & Defined Process/Workflow
 - Meeting Agendas, Calendar established for Academic Calendar Year (may include consideration for more meetings during program review time and less later in the year)
 - Emails (information); Meetings (decisions)
 - Transparency in the Process
 - Use tools (such as Slack) to maintain all the files which are visible
 - Account for “Emergency” Situations – define the faster process for some unforeseen situations
4. Quality Control

Budget Committee

1. What is the makeup of the Budget Committee– who are the people at the table?
 - Do people from Planning Teams have voting positions on the Budget Committee?
2. Vision & Purpose – strategic
3. Clear Communication
4. Transparency in the Processes within the committee
 - Use tools/resources to keep process transparent (such as Slack)
5. Quality Control

