

2022-2023 Needs Assessment Timeline

August 29, 2022 – Needs Assessment Forms sent to Managers and Department Chairs

September 23, 2022 – Needs Assessment Workshop 9:00-10:30 am – Location TBD

October 14, 2022 – Needs Assessment Workshop 9:00-10:30 am – Location TBD

November 2, 2022 – Needs Assessment Forms due to Committee

November 4, 2022 – December 2, 2022 – Committee Prioritization

November 4, 2022 – Optional Listening Session: 3 minutes to share information with the Committee

November 12, 2022 – Optional Listening Session: 3 minutes to share information with the Committee

December 7, 2022 - Prioritization results submitted to President's Cabinet, College Council, Academic Senate, Managers, and Department Chairs

TBD – College Council completes funding process

TBD – Funding results are reported to Academic Senate, Managers and Department Chairs

Needs Assessment Form and Instructions:

- Departments may make more than one request in each category
- Estimated Cost for faculty and classified professionals will be provided by the committee
- Include in estimated cost for equipment, facilities, and technology any long-term costs (ie: license renewal) as applicable
- Facilities & Technology Requests should be reviewed by the Facilities & Safety Committee or Technology Committee prior to submission to Program Review.

2022: Needs Assessment Form

Part 1: Data

Instructional Programs Only: Data

Q1: Capacity - Fill Rate Based on Course Caps (3-year average): _____

Part 1: Q1 Committee Scoring Rubric			
1-4 Points	5 -7 Points	8-10 Points	Score
Average Fill Rate is 60% - 72%	Average Fill Rate is 73% - 88%	Average Fill Rate is 89% or higher	

Q2 Full-Time Equivalent Faculty (FTEF) _____

Part 1: Q2 Committee Scoring Rubric				
0 Points	1-4 Points	5 -7 Points	8-10 Points	Score
The gap between FTF and FTEF is less than 2.00.	The gap between FTF and FTEF is between 2.00 and 4.99.	The gap between FTF and FTEF is between 5.00 and 7.99 OR program has no FT faculty.	The gap between FTF and FTEF is greater than 8.00.	

	Score
Part 1: Q1	
Part 1: Q2	
Total	
Weighted Total (x4)	

(Proceed to Part 2: Narrative)

Part 1: Student Services and Administrative Programs Only

Q1 Minimum required/recommended staff to student ratio or other similar metric (e.g., number of recommended custodians or groundkeepers per sq. ft.) vs current ratio. Recommended sources might include [CCR Title 5, Division 6](#), external accrediting bodies, comparison with other Community Colleges, and/or other reliable authorities.

Part 1: Q1 Committee Scoring Rubric—For Committee Use Only.				
0 Points	1-4 Points	5 -7 Points	8-10 Points	Score
Current staffing is on par with recommended staffing metrics.	Current staffing is 25% or less under recommended staffing metric.	Current staffing is between 26% and 50% under recommended staffing metric.	Current staffing more than 50% under recommended staffing metric.	

Q2 Provide an analysis and evaluation of the request’s impact, directly or indirectly, on student success and/or satisfaction. Recommended data points might include campus climate surveys, success/retention of population served compared to general population, outcomes assessment, or student feedback.

Part 1: Q2 Committee Scoring Rubric—For Committee Use Only.			
1-4 Points	5 -7 Points	8-10 Points	Score
Request is minimally supported by data or moderately supported by 1 point of data.	Request is supported by 2 points of data.	Request is supported by 3 or more points of data.	

(Proceed to Part 2: Narrative

	Score
Part 1: Q1	
Part 1: Q2	
Total	
Weighted Total (x4)	

Part 2: Narrative: All Programs

Q1: How does the department and the request(s) align with the Mission, Vision, and Values of the College?

Q2: Referencing the department's data and planning documents provide a rationale each item requested.

Brief Rationale	
FACULTY	Estimated Cost
1.	
CLASSIFIED	Estimated Cost
1.	
EQUIPMENT	Estimated Cost
1.	
FACILITIES	Estimated Cost
1.	
TECHNOLOGY	Estimated Cost
1.	
BUDGET	Estimated Cost
1.	

Rubric Part 2: Narrative – For Committee Use Only

Q1 Program request clearly supports SBVC’s mission, vision, and values

1-4 Points	5 -7 Points	8-10 Points	Score
Request aligns minimally with some combination of SBVC’s mission, vision, and values.	Request aligns with most aspects of SBVC’s mission, vision, and values.	Request clearly aligns with all aspects of SBVC’s mission, vision, and values.	

Q2: Program’s Rationale, Data, Outcomes Assessment, Program Efficacy and Planning, over the past three years supports the request.

1-4 Points	5 -7 Points	8-10 Points	Score
Written (and optional verbal) Request is minimally supported by data analysis, Outcomes and Planning, or moderately supported by 1 area	Written (and optional verbal) Request is supported by 2 areas.	Written (and optional verbal) Request is supported by 4 or more areas.	
WEIGHTED SECTION TOTAL			
(x4)			

If Division Rank is	1	2	3	4	5	6	7	8	9	10
The Point Value is	10	9	8	7	6	5	4	3	2	1

Weighted Total	
Part 1	
Part 2 Q1	
Part 2 Q2	
Division Rank	
TOTAL SCORE	