Program Review Committee
Review of Emerging Needs Requests Outside of the Needs Assessment Cycle

The process accommodates emerging needs outside of the needs assessment cycle. These include needs that, if not met, hinder the ability of an existing program to function effectively and grant opportunities.

Rationale for Addition to Process: The Program Review Committee is revising its process to include the review of emergent requests outside of the needs assessment cycle. Since the regular programmatic needs assessment of instructional and service area programs occurs only in the fall semester, the Program Review Committee has developed a process that will incorporate emergent needs throughout the year.

Link to Program Review Purpose: This process conforms to the Program Review purposes, which include: providing a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals; aiding in short-range planning and decision-making; improving performance, services, and programs; contributing to long-range planning; contributing information and recommendations to other college processes, as appropriate; serving as the campus' conduit for decision-making by forwarding information to appropriate committees.

Types of Requests:
- Grants
- Emergent needs to general budgets (not emergency)

Review of Requests:
- Program Review Committee/Program Review Sub-Committee

Timeline to Review Requests:
- Two-weeks for general requests
- Less than two-weeks for time sensitive requests (ex: grant application)

Process:
- Submit requests to Program Review Committee Co-Chairs
- When feasible, the Program Review Committee will review requests. For time-sensitive requests, a sub-committee will be called.
- Report results to Academic Senate as informational items.
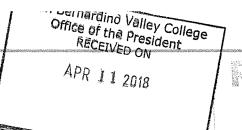- Report results to College Council as recommendations.

Form:
- Limited to 3 pages (Grant requests will be asked to submit the grant application/draft of grant proposal.)
- Information for needs assessment form (will accommodate both grant requests (categorical) and emergent needs (general funds).

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Name of Person Submitting Request:	
Program or Service Area:	
Division:	
Date of Last Program Efficacy:	
What rating was given?	
What is needed?	
Amount Requested:	
Type of Funding Requested:	□ General □ Categorical
Grant Requests:	**Attach Grant Application/Draft of Grant Proposal**
Strategic Initiatives Addressed: Strategic Directions + Goals	

1. Provide a rationale for your request. Give a detailed explanation of the college need that is being addressed by this request. Demonstrate this need through data analysis.

2. Explain why it is not feasible to submit the request through the needs assessment cycle.

3. Explain the consequences of waiting for the next Program Review Needs Assessment Cycle.

4. Address the way this needs request supports the College Mission and the Strategic Plan.

5. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning.

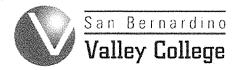6. Present your plan for institutionalization.

San Bernardino
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REQUEST FOR ONE-TIME URGENT EMERGING NEEDS

FUNDING APPLICATION

Name: **Albert Maniaol**   Phone: **909-384-8904**

Dept. /Div.: Applied Technology, Transportation and Culinary Arts   Position: **Dean**

Total funds requested: **$33,354**   Date requested to receive funds: **7/1/2018**

Please provide a brief proposal of your request for funds and tell us how this request ties into the Strategic Planning goals (list the Strategic Planning goal number from the Strategic Planning document):

(Goal 2-Student Success; 6-Maintain a safe and secure environment) - In July 2017, College Council has approved a 1-time funding to hire a part-time Professional Expert to assist the Tool Room staff in ensuring that all equipment and tools used by students in the various labs are in good working condition and in assisting the instructors and students for safety in the labs. It is necessary to continue the lab support and services to ascertain lab safety during the academic year 2018-2019.

Has this item been submitted through the Needs Assessment process for Program Review? __Yes____

If **not**, please provide a brief explanation:

San Bernardino
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Please provide an itemized budget and indicate funding accounts for which funds should be routed:

01-00-01-6680-0000-2389.00-6010 ($30,600) Salary
01-00-01-6680-0000-3420.00-6010 ($2,754)   Benefits

We would like to request funding for a Professional Expert - Program Assistant position, up to 30 hours per week) until 6/30/2019 not to exceed the requested 1-time total funding of $33,354.00.

[✓] I understand that this request is for one-time funding only.

Applicant's Signature: _____ Date: 4/9/2018

Division Dean/Supervisor Approval: _____ Date: 4/9/2018

Appropriate Vice President's Approval: _____ Date: 4/10/18

College Council use only: Recommendation

Date received: _____   Date of Committee Action: _____

☐ Approve   ☐ Deny   Amount $ _____

Comments:

President's Approval: _____ Date: _____