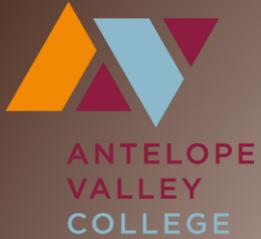




# 2018-2019 Resource Allocation Process

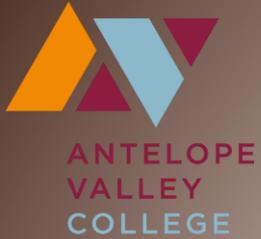


Administrative Council  
November 14, 2017



# Topics

- Role of SPC & BC in Resource Allocation Process
- Process Improvements
- Budget Instructions
- Coordinating Departments
- Operational versus Academic Requests
- Rubric Review
- Key Dates



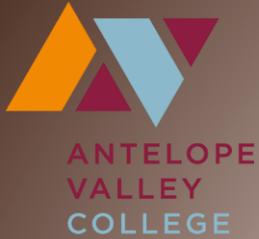
# Role of SPC & BC

- Strategic Planning Committee is to ensure that planning is driving the resource allocation process
- Budget Committee develops the resource allocation and prioritization process in accordance with the planning process



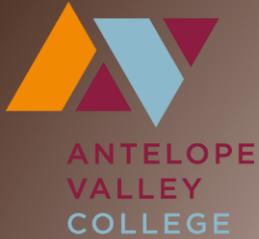
# Process Improvement

- Resource Allocation Process is now automated online:
- <https://www.avc.edu/administration/busserv/budgetsys/>
- Rubric scoring weight higher on the EMP goals #2, #4, #3 & #1 identified through the annual planning retreats.
- One-time requests for under \$7,500 will go to the executive council member.
- All on-going and one-time \$7,500 and above will go through the BC resource allocation process
- Requests that are funded above \$100K will be required to submit a utilization report to BC at the end of the year
- Demo for Admin Council, Admin Assistants & Dept Chairs is scheduled for Nov 14 (morning) & Nov 16 (afternoon)
- Two lab dates have been schedule for Budget Committee members who wish to ask questions in an open forum



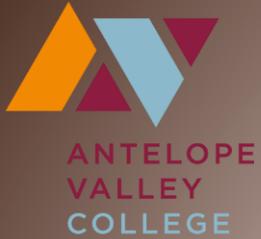
# Utilization Report

- Requests that are funded above \$100K will be required to submit a utilization report to Budget Committee at the end of the year
- Basically, a feedback loop/assessment tool to Budget Committee
- Describe how the funds enhanced your program goals and outcomes
- Outline major challenges or obstacles related to any unanticipated cost increases, less outcomes than expected, schedule/coordination delays, etc.



# Budget Instructions

- Budget instructions have been developed for all roles
  - Requestor
  - Approver (Recommend that you read requestor instructions also)
  - Budget Committee Scorer



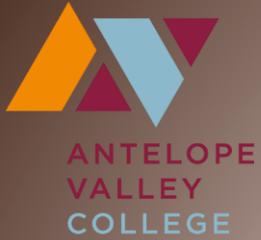
# Coordinating Departments

- Marketing: Executive Director of Marketing & Public Relations
- Financial Systems: Executive Director of Business Services
- Audio Visual Equipment or Information Technology Equipment: Executive Director of Information Technology Services
- Facility Alteration & Repair and Vehicles: Executive Director of Facilities Planning



# Operational versus Academic

- **Operational** is typically the general operation of the college. Meaning when the campus opens its doors there are things that must function in order for the college to operate, e.g., the facility, utilities, wi-fi, systems, networking, administration, etc. It is the indirect support to our educational and student support activities.
- **Academic/Non-Operational** is typically tied to the direct instruction of students or the support services that affect student learning outcomes and program learning outcomes. Typically it is tied to some sort of programs such as classroom that require instructional materials & equipment, counseling programs, library services, etc.



# Evaluation Rubric

## Section I

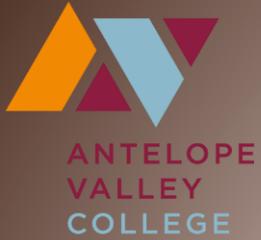
Scoring Area	Related Components	Scoring
<b>Section I: Planning Documents</b>	- Program Review(PR)/ Annual Program Assessment (APA)	<b>Max 30 Points:</b>
	- Action Plan	0 points: No demonstrated need supported by PR/APA
	- Educational Master Plan	
	- Facilities Master Plan	15 points: Demonstrates need from Program by PR/APA
	- Technology Plan	
	- Human Resources Plan	
	- Other planning documents	30 points: Demonstrates need from PR/APA and linked to Outcomes



# Evaluation Rubric

## Section II

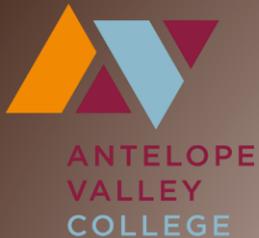
		Academic/Non Operational	Operational
<b>Section II: Alignment with Annual Institutional Goals</b>	- Goals of the Educational Master Plan (Academic) - Operational/Institutional Goals (Operational)	<u>Max 29 Points: Sum the points for all institutional goals that the request supports</u>	<u>Max 29 Points: Sum the points for all operational goals that the request supports</u>
		5 points: Goal #1: Commitment to strengthen Institutional Effectiveness measures and practices	6 points: Maintaining Health/Safety
		7 points: Goal #2: Increase efficient and effective use of all resources (2.1-Technology, 2.2-Facilities, 2.3-Human Resources & 2.4-Business Services)	6 points: Ensuring Compliance
		7 points: Goal #3: Focus on utilizing proven instructional strategies that will foster transferable intellectual skills	4 points: Enhancing Operational Support
		7 points: Goal #4: Advance more students to college-level coursework (4.1- Develop and implement effective placement tools)	5 points: EMP Goal #2-Efficient and Effective Use of Resources
		3 points: Goal #5: Align instructional programs to the skills identified by the labor market	4 points: Enhancing Community Partnerships
			4 points: Enhancing Technology Support



# Evaluation Rubric

## Section III

<p><b>Alignment with President's Goals</b></p>	<p>President's Goals</p>	<p>Max 21 Points:            - 0 points if it does not support any of the goals            - 11 points if it supports some of the goals            - 21 points if it supports most of the goals</p>
		<p>* Develop programs and events that will attract community involvement on campus</p>
		<p>* Increase community awareness of the services, programs and training opportunities the college offers</p>
		<p>* Increase constituent participation in governance and committees</p>
		<p>* Promote AVC2CSU, K-12 Alignment, Bachelor's Degree Program Growth to the community through direct contact or media presentation</p>
		<p>* Develop Guided Pathways pilot programs</p>
		<p>* Develop 5-year Enrollment Management Plan focusing on student success and completion</p>
		<p>* Provide class scheduling that focuses on student need</p>
		<p>* Explore and present change to Academic Calendar to meet changing student need</p>
		<p>* Continue process study with consultants to improve business work flow to reduce redundancy and improve efficiency</p>
<p>* Increase internal awareness of college programs, events and activities</p>		



# Evaluation Rubric

## Section IV

<b>Measurable Assessment Outcomes</b>	- Outcomes Assessment	<u>Max 20 Points:</u>
		0 points: No outcomes
		10 points: Documented Measurable Outcome
		20 points: Documented Measurable Outcome tied to SLO/PLO/ILO/OO

Quantitative Methods - produce data that shares facts or figures

Looks at questions that concern who, what, where, when

Matches with outcomes about knowledge and comprehension (define, classify, recall, recognize)

Examples of quantitative methods: survey, existing data, rubric (if assigning #'s), tracking system, observation, document analysis, KPI

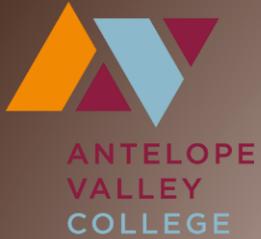
Qualitative Methods - produce data with more depth and description

Looks at questions that concern why and/or how

Matches with outcomes about application, analysis, synthesis, evaluation

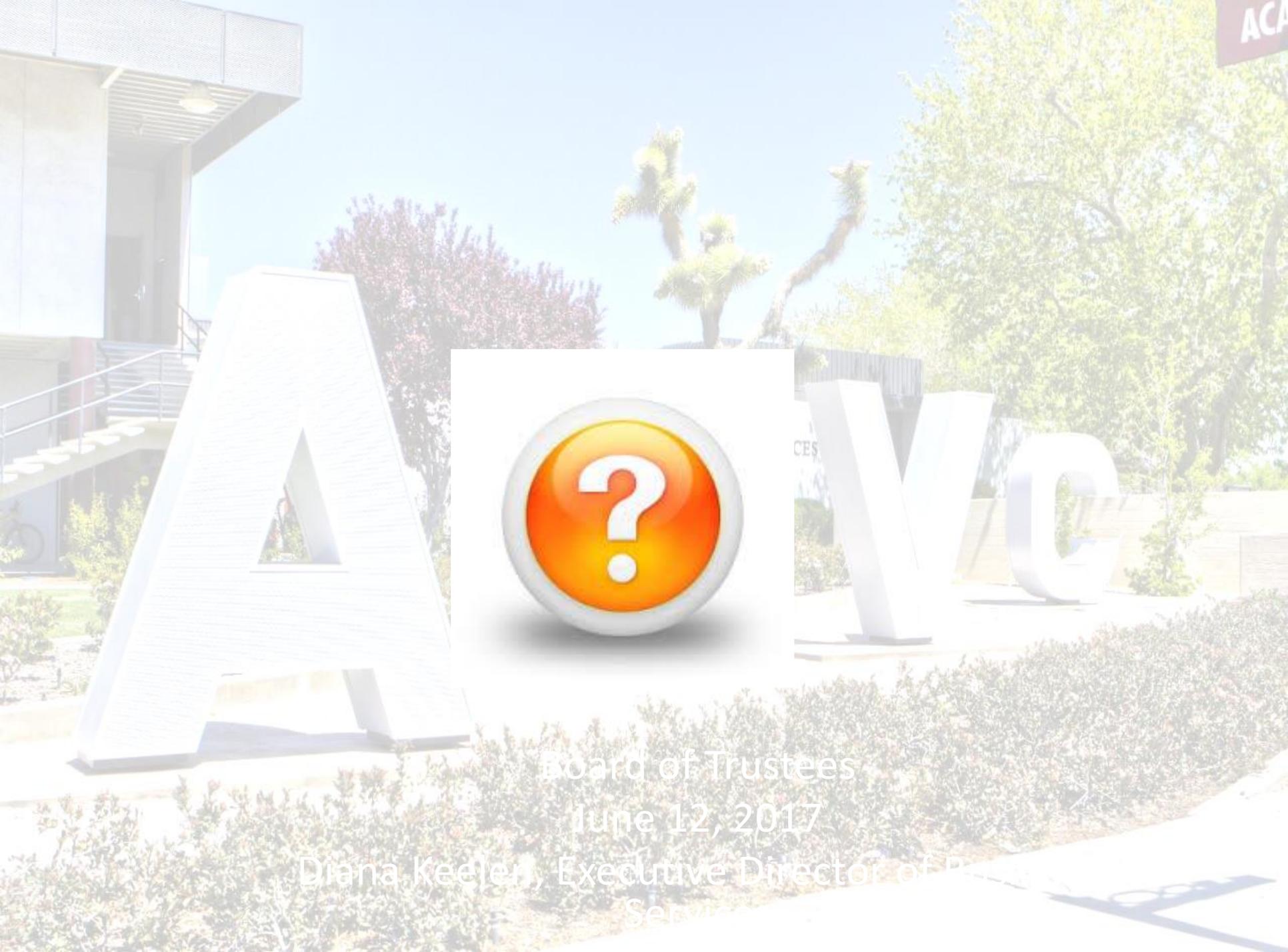
Examples of qualitative methods: focus group/interview, portfolio, rubric (if descriptive), visual methods, one-minute assessment, open-ended survey question, observation, document analysis, case study

Mixed Methods- assessment is not always completed with just one method



# Key Dates

- *Joint SPC & BC Meeting* 11/1/17
- Budget Call Issued 11/6/17
- Demo/Training 11/14/17
- Request Due Date 1/12/18
- Prioritization Lists 3/28/18
- *Joint SPC & BC Meeting* 4/25/18
- Tentative Budget 6/11/18
- Adopted Budget 9/10/18



Board of Trustees

June 12, 2017

Diana Keeler, Executive Director of Planning & Services