Santa Barbara City College

Program Review User Guide

Updated 5/5/2020

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Introduction:

This document contains information regarding Program Reviews for 2020-2021.

For a list of programs scheduled to complete a full program review this year see the Program Review Cycle By Program Listing

To access the Program Review website, go to program review eLumen and log in with your Pipeline username and password.

If you experience problems logging in to the website please submit a helpdesk ticket to Information Technology or call at 805-965-0581 x2215.

Overview of Program Review

The program review process is a key element of accreditation and integrated planning at SBCC and derives from the college's Mission and Core Principles, which undergird all aspects of the strategic planning process. Program review provides departments, programs, and units the opportunity to reflect on performance and needs, analyze data relevant to performance, and propose changes, thus linking to the ongoing cycle of assessment and improvement.

For most programs and departments, the full program review process is on a three-year cycle, (only CTE programs per Title 5 are on a two year review cycle); however, any resource requests also require an annual update and analysis of progress towards goals. After submission, the full program reviews are carefully read and discussed by The Program Evaluation Committee (PEC).The committee has two primary goals: first, to analyze program reviews to help support departments' and units' efforts to be relevant and effective; and second, to cull and synthesize information from all program reviews in a report to the College Planning Council that is used to assess progress in advancing the Strategic Goals and Strategic Directions delineated in the college's Educational Master Plan.

The annual resource requests from program review go through various consultation processes to be evaluated and ranked, with CPC making final recommendations for funding. Requests for full-time faculty are evaluated and ranked by the Academic Senate. Two Academic Senate subcommittees play key roles in ranking other resource requests from program review. Planning and Resources (P&R) ranks new and replacement equipment requests, while the Instructional Technology Committee (ITC) ranks hardware and software requests that originate within instructional programs and instructional support areas. These rankings are combined with the rankings from the President's Cabinet (PC) and the District Technology Committee (DTC) to form a final college-wide ranking. Classified and Management position requests are currently reviewed by the President's Cabinet. Facilities needs are evaluated and ranked by the Facilities and Safety Committee. All recommendations are forwarded to the College Planning Council for determination of the amount of funding available. The Board of Trustees gives final approval for funding resource requests as part of the annual budget development process.

The program review process also provides information about a department's annual budgetary allocations for recurring expenses. These expenses are reviewed annually by the Budget Resource Allocation Committee (BRAC). BRAC also plays a role in the College's planning processes. BRAC is a sub-committee of CPC and reviews all department budgets. BRAC provides an opportunity to consider requests for additional funds and to look at budgets which have not been historically used, as well as other budget matters identified each year.

For specific resource requests relating to hardware, software, equipment, and other one-time requests (which are in excess of $1,000), the following document delineates the program review timeline and
provides information on processes for submitting various types of resource requests within the program review process.

Program Review Timeline for 2020-21

Date	Description
Monday - August 3, 2020	Program Review website opens. The Controller makes this request to the system admin. in advance of the opening date and sends an email to all chairs/program managers as well as deans informing them when the site is open and including instructions on Program Review.
Friday, September 11, 2020	Formal requests for technology submitted to Information Technology. (See page 9 of this guide for detailed procedures.)
Within August and September (To be announced) 2020	Program Review training for content and technical assistance.
Wednesday, October, 14, 2020 by 8:00 AM	**Deadline for Program Review submission.** (10 weeks for entering your information into the program review platform.)
Week of 19-23, 2020	Controller, ITC and P&R Chairs review requests and ensure proper categorization.
Thursday - November 5, 2020	PEC begins reviewing completed program review reports.
Friday - October 23, 2020	Review of resource requests by P&R, ITC, DTC, F&S and PC begins.
Friday - November 20, 2020	DTC ranks and records recommendations.
Thursday - January 21, 2021	F&S ranks and records recommendations.
Friday – January 22, 2021	ITC ranks and submits recommendations to the Academic Senate.
Tuesday - February 9, 2021	P&R ranks and submits recommendations to the Academic Senate.
Tuesday - February 9, 2021	PC ranks and records recommendations.
Wednesday, February 10, 2021	The Academic Senate receives ITC and P&R rankings and makes recommendations.
Thursday - February 18, 2021	Committee chairs prepare a single CPC agenda item.
Monday - February 22, 2021	VP of IT and EVP send notification to submit technology queries for the upcoming academic year. (Note: This allows faculty/staff time to try out new technology before submitting formal requests by September 16 the following academic year.)

Tuesday - March 2, 2021	CPC First Reading of recommendations from Academic Senate, DTC, F&S, and PC.
Tuesday March 16, 2021	CPC Second Reading of recommendations from Academic Senate, DTC, F&S, and PC.

Tuesday – April 6, 2021	CPC First Reading of revised Program Review User Guide submitted by the Controller.
Tuesday - April 20, 2021	CPC Second Reading of revised Program Review User Guide submitted by the Controller.
Tuesday - May 11, 2021	Program Evaluation Committee (PEC) submits PEC Annual Report, including recommendations for Program Review changes, to CPC. Submitted to CPC by the Faculty Co-Chair of PEC.
Friday - May 14, 2021	Program Review Template update meeting. Attended by: Controller, P&R and ITC chairs, Program Review eLumen Support Staff (to be assigned), and dean liaison to PEC. Meeting is called by the Faculty Co-Chair of PEC.
Friday - May 14, 2021	Deadline to submit purchase requisitions for approved program review resource requests.
Tuesday - June 30, 2021	Last day to use funds allocated for 2019-20 Program Review Requests.
Thursday – October 1, 2021 or before	Controller releases budget codes for approved 2020-21 requests to ITC Chair, P&R Chair, department chairs/directors, and program managers.

Program Review Resource Request Guidelines

Only requests that are essential to the operation of the department or program should be included. Resource requests may include items necessary in order to implement a change or expansion of programs that will serve documented student needs.

Please only include items that are your department's first priority in the following academic year. Items that would not be appropriate to include in this resource request cycle are items that are nice to have but not essential, items that will be needed several years from now but not next year, and items not linked to a unified planning process supported by the department or program.

Overview

1. Each unit goal/project should ideally link to one or more of SBCC's Strategic Directions and Goals, which are part of the Educational Master Plan.
2. The minimum resource request amount is **$1,000**. This minimum limit applies to single items or like aggregated items. If multiple items of one type are requested, i.e., 10 webcams at $100 each=$1,000, that should be listed in the Program Review as one item. Lower cost items should be purchased with the department's supplies budget. Requests to augment department budgets for one-time purchases that are under $1,000 should be made through the area Dean/Manager as part of the budget development process completed in February and March of each year.
3. For Educational Programs, the Planning & Resources and Instructional Technologies Committees request that department chairs consult with their dean and/or their representatives on P&R and ITC before the Program Review deadline in order to ensure that their resource requests are entered on the correct template. **Resource requests that are not entered on the correct template may not be considered for funding.**
4. For classroom furniture:
   a. For broken or missing furniture, open a facilities work order or consult with your area dean/manager. These requests should **not** appear in Program Review. The dean/manager will seek final approval from the EVP of Educational Programs for action within the current fiscal year.
   b. A request for replacement or upgrade of an entire set of classroom furniture should not appear in Program Review. A classroom furniture replacement procedure has been established and Purchasing oversees this process. See the SBCC Purchasing website for more information on these processes.
5. For classroom technology items, consulting with the Faculty Resource Center and the Information Technology Department is critical to determine the appropriate classroom technology support and infrastructure needs. If faculty want to pilot emerging technology prior to requesting it in Program Review, a pilot program can be set up through the Faculty Resource Center for further testing and training. Please discuss with ITC Chair for further support and direction.
6. For computer labs at Wake and Schott Centers that are associated primarily with one program (Ex. Professional Development Center), those requests go through the dean of those programs. For those labs shared by multiple areas, requests should go through the EVP for Educational Programs. The EVP will include these requests in the Program Review for the Office of Educational Programs. When you enter a resource request, you will be prompted to check whether the item is **new** or

replacement.

7. Any purchases made from existing accounts, such as the department's supplies budget, should **not** be submitted on the Program Review resource requests templates. For increases to non labor budgets, such as supplies, consult with your area dean/manager.
8. All new resources needed for the coming fiscal year must appear on the Program Review resource request templates, or they will not be considered for funding.
9. It is extremely important that the "Approximate Cost" estimate box on the Program Review template be accurate. Be certain to include <u>taxes and shipping</u> in the estimate total. **Items without an accurate cost estimate will not be ranked.**
10. Cross-departmental/divisional requests should be made **only once**. However, the requesting program should include all the parties that benefit as part of the rationale for the request.
11. When considering which resource requests to include, ask for resources that are of highest priority and provide sufficient rationale to support each request.
12. Once program review requests have been submitted and the relevant committees are reviewing the requests in fall semester, the appropriate ITC and P&R representatives should be consulted and informed about the requested items in order for them to present the items fully to each committee.

Supply versus Equipment: Definitions

Remember: <u>supply</u> requests are processed through the BRAC committee; <u>equipment</u> requests are processed through the program review process

<u>Definition of a supply</u>: Supplies are items that are expendable and quickly consumed or easily broken, damaged, or lost. (source: CCC BAM)

An item is considered a supply if it meets one or more of the following criteria:

1. The item is perishable.
2. The item needs to be replaced every year or is replaced on a rotational basis every several years.
3. The item can be low cost or high cost for a single item.
4. When purchasing large quantities of the same item, the cost may be low for the single item, but high for the total cost of purchasing large quantities at once.

<u>Definition of equipment</u>: Equipment is tangible property with a useful life of more than one year. (source: CCC BAM)

Equipment differs from supplies in that equipment can be capitalized (depreciated) and does not need to be replaced on a frequent basis.

Process for obtaining additional supplies funds: Requests to pay for supplies over budget need to be made by the department chair or program manager and then approved by the BRAC committee in consultation with your area Dean.

Technology Hardware & Software Requests

Technology Requests
Under $5,000

Please review the current computer standards before making requests, and use the dollar amounts listed in the document for the computer items you request:

[Current Computer Standards](#)

Technology Requests
Over $5,000

Prior to submitting information in the Program Review template for technology (e.g. software, computers, mobile devices, servers, etc.) please follow the instructions in the IT Project Request Form:

[IT Project Request Form](#)

Fill out the **IT Project Request Form** linked therein by September 13. The IT Project Request Form is required for projects needing more than 5 hours of labor OR costing more than $5,000 to complete. **Such requests for technology that are not accompanied by the completed form will not be ranked. You will also need to consider if this project requires a project lead in your area for follow-up and smooth implementation.**

For existing computers and other technology related equipment (including classrooms and labs), first confirm if they are on the "refresh" cycle, by logging in to **http://helpdesk.sbcc.edu**, and *select "Asset Search"* from the drop down menu. If the existing computer on the list is marked "YES" in the "REFRESH" column, it will be replaced based on the current replacement cycle (presently 5 years).

If your computer need is not eligible to be purchased from the Equipment Fund (i.e., "refresh"), then it needs to be put in the Program Review as a new resource request because this becomes an ongoing expense on a non-routine basis.

In order to help faculty plan for new classroom technologies, they will need to communicate with the Faculty Resource Center (FRC) Director and the ITC Chair in order to determine the need for piloting or training for the coming year. It is essential for the FRC and the instructor to evaluate and test the proposed technology before an official resource request is submitted. Departments that want to test or pilot educational technology should contact the FRC and the ITC Chair prior to spring semester so that they have time during the summer to experiment with the technology before making a final decision about what request to submit. The September 13 deadline listed on the timeline is primarily to set up training once requesters have decided what they want to purchase.

If you have questions about your technology request, please contact the appropriate IT Director:

Area	Educational Programs	Administrative Units	Either
Type of Technology	Instructional software, mobile devices, computer labs, lab expansions or reconfigurations	Non-instructional software, hardware, wireless, or servers	New computers, mobile devices not in a lab setting, or multimedia technology
Contact Person	Jason Walker, Director of User Support Services WalkerJ@sbcc.edu	Jim Clark, Director of User Services jaclark2@pipeline.sbcc.edu	Jim Clark, Director of User Services Jim.Clark@sbcc.edu

Full-time Classified Staffing, Management, and Short-Term Employee Requests

Use the following criteria when filling out the template in Program Review to request a full-time classified staff or management position:

1. Justification
   o Previous staffing levels
   o Have job requirements changed?
   o New assignments/ new activities
2. Any conversion of hourly money to a permanent position is positive
3. Use program review for position requests *unless there are extenuating circumstances*
4. Alignment with college goals and Education Master Plan

Only under <u>limited</u> conditions should short-term employee position requests be made.

Definition: "Short-term employee," means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in subdivision (a) of Section 88001, and shall certify the ending date of the service. The ending date may be shortened or extended by the governing board, but shall not extend beyond 75 percent of a school year. *Education Code, section 88003.*

Increases in monthly assignments may also be made using this form: for example, a full time position changing from a 10-month to a 12-month assignment or a 60% position changing to a 100% position.

Full-time Faculty Requests

All requests for full-time faculty should be entered as an "Additional Faculty" resource request. In addition, the complete justification for this need must be submitted in response to the call for submissions which the EVP of Educational Programs will send out at the beginning of fall semester.

FAQs

1. If my program review resource request was approved, can I use the money to purchase a different item of similar value?

   No. Only the exact items requested and approved may be purchased. For example, if the program's request to purchase a computer was approved, a copy machine may not be purchased with those funds.

2. Do requests for replacement faculty positions need to be entered on the "Additional Faculty" template in Program Review?

   Yes. Even though they are not new, we need to tie faculty hiring explicitly to Program Review (as per our accreditation evaluation report and recommendation received). Your requests for both replacement and new faculty positions will follow the Academic Senate procedure.

3. What do I need to do to augment, IF ABSOLUTELY CRITICAL, supplies or other budgets?

   BRAC reviews departmental budgets annually in April. Consult with your area dean/manager prior to March if there is a critical need for an augmentation to the supplies budget. These requests should not appear in Program Review.

4. Can I request items which cost less than $1,000?

   No. These low-cost items should be purchased out of your existing supplies budget. However, please consult with your area dean/manager.

5. How do I replace a computer if I purchased a computer using grant funds, or my department has a computer that is not eligible to be replaced with refresh funds?

   A replacement hardware request needs to be submitted through Program Review.

6. If a department is requesting a new (not replacement) faculty position (under "Additional Faculty"), should the department also automatically request a computer for the new person (under "Hardware") and a desk and other office furniture (under "Equipment")?

   No. Any approved position request automatically includes the required equipment.

7. Do I need to submit software renewal fees if they are currently being paid for by another funding source (such as grant funds, lottery funds, or department funds)?

   No.

8. If my resource request is approved, and the current estimate is 10% higher than my originally approved estimate, what happens?

   Your request will need to be resubmitted in the following year's program review. You cannot spend more than 10% over the originally approved amount.

9. If my resource request is approved, do I have to use the funds that same fiscal year?

   Yes. The Controller sends out the list of approved items and their corresponding budget codes in October of each year, and those funds must be used in the fiscal year that they were allocated. The fiscal year extends from July 1 to June 30. However, in extenuating circumstances, a request for carryover may be made to the Controller.

10. What about requests for changes to Non-Teaching Compensation, such as department chair stipends? Where should I enter that?

   Enter these requests as a "Nonteaching Compensation" resource request. Such requests should be based on a change in job duties that warrants review of the stipend amount.

11. Where do I find the budget numbers and the amounts approved for program review requests that were funded?

   The Controller sends out the list of approved items and amounts by October 1st each year. These budget codes are emailed to the ITC Chair, P&R Chair, all department chairs/directors, and all managers.

Examples within Resource Request Categories

The following lists provide examples of items that might typically fall within each category. On the right-hand side are examples of things that would not fit.

Equipment

Equipment is defined as items that are used within a space but are detached from the structure and do not require installation (moving only).

Examples of Items that Fit in the Equipment Category	Unsuitable Items
- 6 food processors - Tire changer with wheel lift - Dissection table - Audiometers - Document cameras for classrooms - Camera or lens - Video camera - Construction tool upgrade, both hand and power tools (but check "replacement" rather than "new" when entering it on the template) - A set of compound microscopes (even if connected to a computer, as long as the computer is dedicated to the microscopes alone)	- Changes to the structure of a room, such as adding or removing a wall, or updating wiring (belongs on the Facilities template in Program Review) - Carpeting or other flooring (if routine maintenance, submit to Facilities via an online work order) - A new or replacement computer or server (a new request belongs on the hardware templates; a replacement is part of the refresh cycle and does not need to be entered in Program Review) - Components for a bunkered classroom

Q: Do classroom cabinets, etc. fit in this category?

Yes. Again, you will be asked to note if the request is for a new or non-annual replacement item. One exception: if the cabinets will be installed permanently, they belong on your Facilities template. If the

cabinets are free-standing, then they would be categorized as equipment.

Facilities

Facilities requests are defined as items that affect the structure and accessories of the building. These may include construction requests (such as built-in cabinets) or requests for extra space (such as a new room or lab). The Facilities and Safety Committee will rank the requests.

Hardware

Hardware refers to items that connect to a network, go on a refresh cycle, or require substantial IT support.

Examples of Items that Fit in the Technology Hardware Category	Unsuitable Items
- New computers for a lab (not replacements, which are on the refresh cycle) - A computer, a projector, and housing for bunkered unit in classroom - New servers - Peripherals needed for computers (for example, a web camera or flip camera) - Tablets/Portable Devices (individually or in aggregate when over $1,000 for total request) - Printers (individually or in aggregate when over $1,000 for total request)	- Software (list on software template, of course) - Licensing fees (if new, list on software template; if renewal, you do not need to list them—generally they will be funded from lottery monies) - Furniture (unless it is for a new computer—see question below this list) - Cameras and lenses - Video cameras - Microscopes that come with computers, packaged as one system by the vendor (these would go on the equipment template)

Q: The hardware may include only a computer, but a room may need a console or piece of furniture to house the computer. Is the console listed under technology hardware or listed separately under equipment?

Even though the furniture is not hardware, list it together with the hardware as the furniture is needed to use the hardware. In addition, do not list this same new furniture for the new hardware on your equipment template.

Software

Examples of Items that Fit in the Technology Software Category	Unsuitable Items
- New software that cannot be purchased out of your supplies budget - Adobe Acrobat for an entire lab (as opposed to one user)	- License renewal fees - Single-use, inexpensive software that will not require license renewal fees (if it can be purchased out of your supplies budget)

Assistance Available

If you have any questions or concerns, please contact:

Instructional Program Review

- Katie Laris -- Chair of Planning and Resources, LarisK@sbcc.edu
- Laurie Vasquez -- Chair of Instructional Technology Committee, vasquez@sbcc.edu

Non-instructional Program Review

- James Zavas - Controller, Fiscal Services, jdzavas@sbcc.edu

Last revision May 5, 2020