

Program Review Equipment Request Guide

This guide outlines the criteria the Budget Resource Committee will use to evaluate your resource requests included. (These equipment requests are not computer related.) Please answer all requested questions accordingly.

Criticality: Impact on the Learning and/or Operating Environment

In one or two sentences explain how critical this request is to your program's goals. Is it essential to the success of your program? If so please explain why. Does this request duplicate or enhance already present resources? If not critical and redundant please explain how this request will provide additional value to your program.

Sustainability / Recurring Costs

What, if any, ongoing maintenance and licensing costs will your request require? If your request requires ongoing maintenance, what funding source have you identified?

Innovation / Expansion

How does your request improve the current learning environment, campus service, or operating conditions on campus?

Ventura College – Program Review Process - 2018

Equipment Request Ranking Rubric (not computer related)

Initiative ID:

Initiative Title:

Program:

Division:

Rater:

Date:

Trait	Low (1 point)	Medium (2 or 3 points)	High (4 or 5 points)	Weight	Score
Program's Ranking	5 or more	3-4	1 -2	2	
Criticality Impact on the Learning or Operating Environment	Supplemental to the critical path. Provides additional value to the program activity but is not required to satisfactorily complete the activity. High cost to expected benefits. The existing equipment is within the first 50% of its expected useful life.	Some need for equipment to complete the critical path. Some redundant or alternative equipment are available. Normal cost to expected benefits. The existing equipment is within the last 50% of its expected useful life.	Essential equipment need, or is a compliance issue, in the critical path (no redundancy). If this equipment is not properly functioning the program's activities will stop. Low cost to expected benefits and association to other resource requests. The existing equipment exceeds its expected useful life.	2	
Age of Initiative	First year requested	Requested last year	Requested multiple years	1	
Sustainability Recurring Costs	Requires substantial additional maintenance budget.	Requires some additional maintenance budget.	Maintenance is already budgeted.	1	
Innovation / Expansion	Maintains the status quo.	Integrates or optimizes existing equipment.	Significantly improve the current learning, services, or operating environment.	2	
			Total Score		