

Program Review Technology Request Guide

This guide outlines the criteria the Technology Advisory Group and the Budget Resource Committee will use to evaluate your resource requests. Please answer all requested questions accordingly.

Alignment to the Technology Master Plan

In a few sentences describe how your request aligns with the Technology Master Plan (TMP found here: <https://www.venturacollege.edu/committees/college-planning-committee>). Does the request align with a current master plan project already in process and/or does it align with the Master Plans standards? If it does not align with the Master Plans standards, projects or directions please elaborate on how your request will further the college's mission and goals.

Criticality: Impact on the Learning 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.

Life Cycle

If this request replaces or updates a current resource please answer the following questions about the CURRENT resource your request would replace. What is the age of the current resource? Is the current resource still functional? Did the current resource meet its expected useful lifetime?

Costs/Benefits

Which facets of your program will use resource? For example if your program is an academic department how many courses will use the resource and how many students will utilize this resource over the course of a semester? If your program is a Student Success program what percentage of your students will use this resource? If your program is under Business and Administrative Services what uses will the request fulfill?

Sustainability/Recurring Costs

What if any ongoing maintenance and licensing costs will your request require? If your request requires ongoing maintenance or licensing costs what funding source have you identified to over those expenses?

Innovation

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

Ventura College – Program Review Process

Technology Request Ranking Rubric (computer related) 2018-2019 , Approved 04/19

Initiative ID:

Initiative Title:

Program:

Division:

Rater: Technology Advisory Group Members

Date:

Trait	Low (1 point)	Medium (2 or 3 points)	High (4 or 5 points)	Weight	Score
Age of Initiative	Low – Current Year	Medium – Prior Year	High or Required - Older	1	
Other Equivalent Facilities or Technology Currently Available	Facilities or technologies are available on the same building floor used by the program.	Facilities or technologies are available in the same or adjacent building used by the program.	Facilities or technologies are available more than a 5+ min walk across campus.	1	
Alignment to the Technology Master Plan	Does not align to the technology master plan’s standards, projects, or directions.	Aligns with the technology master plan’s standards, projects or directions.	Is aligned with one of the technology master plan’s projects scheduled implementation.	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.	Required technology to complete the critical path. Some redundant or alternative technologies are available.	Essential technology in the critical path (no redundancy). If this technology is not properly functioning the program’s activities stop.	2	
Life Cycle	The existing technology is within the first 50% of its expected useful life.	The existing technology is within the last 50% of its expected useful life.	The existing technology exceeds its expected useful life.	1	
Costs/Benefits	High costs to expected benefits.	Normal costs to expected benefits.	Low costs to expected benefits.	1	
Sustainability Recurring Costs	Requires substantial additional maintenance or licensing budget.	Requires some additional maintenance or licensing budget.	Maintenance or licensing costs are already budgeted.	1	
Innovation	Maintains the status quo.	Integrates or optimizes existing technologies.	Creates the potential to significantly improve the current learning, services, or operating environment.	2	
			Total Score		