

**Snapshot Checklist for 2013-2014**

Please use the following 6 step checklist to make filling out the Snapshot even easier:

\_\_\_\_\_\_ 1**. Your program information & details**

* Name/Site/Level
* Year of last comprehensive Review & contact person for this Snapshot

\_\_\_\_\_\_ 2. **Summary Report from last year (2012-2013)**

* List goals in ranked order from last year
* Include Strategic Priorities/Goals/Objectives
* Tie your goals to SLO data assessment and other data as relevant
* Include cost(s)
* Provide a status report

\_\_\_\_\_\_ 3. **Summary Report for this coming year (2013-2014)**

* List goals in ranked order for this coming year
* Include Strategic Priorities/Goals/Objectives
* Tie your goals to SLO data assessment and other data as relevant
* Include cost(s)

\_\_\_\_\_\_ 4. **Outcome, Data & Evidence Sheet (ODES)**

* List and number your SLOs/AUOs
* Include your discipline/unit code
* Provide the source of measurement
* Provide rationale (ODES Code)

\_\_\_\_\_\_ 5. **Categories for Prioritization**

* Enter needs in each relevant section
* Submit a separate Tech Addendum for each Technology request.

\_\_\_\_\_\_ 6. **Provide Contact Name & Date of Submission**



Instructions for Preparing the

Annual Needs Assessment and Resource Allocation Request

**Snapshot 2013-14**

1**. Your program information & details**: (found on page 1 of the Snapshot)

Insert the complete name of the program and the campus at which the program is located.

Check off the box which identifies your program review level. **Program Review Deadlines** for 2013-2014 are as follows:

* Levels 4a (Academic Program or Non-Instructional Unit) and 4b (Supervisor/Unit Lead) are due on November 1, 2013.
* Levels L2 (Dean) and L3\* (Director) are due on December 15, 2013.
* Level L1 (Superintendent/President or Vice President) is due January 31, 2014.

*\* = Directors who report to a Vice President have until Dec. 15; other Directors must work out due dates with their Deans.*

List the last year your program/unit prepared a comprehensive program review.

Be sure to include the name of the program/unit contact in case there are

questions regarding the Snapshot.

2. **Summary Report from last year (2012-2013):** (found on page 1 of the Snapshot)

List Past Goals for AY 2012-2013: The next part of the Snapshot is a summary review of your goals from the previous year. List the goals from your 2012-2013 Snapshot in the order of their importance with number 1 as the most important.

Strategic Priority, Institutional Goal & Objectives: To input items for this column, review the last two pages of the snapshot where you will find a list of these for your convenience. List the name of the Strategic Priority, the letter representing the Institutional Goal and the Institutional Objective, e.g. Organizational Effectiveness B-1.

Outcomes, Data & Evidence Sheet (ODES) Item #: For this column, please refer to the Student Learning Outcomes section below for more detailed information regarding ODES. Simply insert your unit/discipline designator with the number of the SLO to which you are referring. For example COMM (designator) S1 (SLO number) or rather COMM-SI.

Requested Category and Rank Number: This column refers to the categories A through G on pages 4, 5, and 6 of the Snapshot. You do not need to name the category; just list the letter and rank #. For example, if the goal is to improve a classroom by purchasing new computers to convert it to a lab, the request would fall under the Technology category which is letter C. So you would insert C -1 or whatever rank that goal falls under.

Cost: In this column, check the box to indicate if the cost indicated was one-time or on-going cost. If there is an ongoing cost after the one-time cost, list that amount as well. For example, many software licenses have a one-time initial start-up cost, followed by an annual license renewal fee. In that case, list both costs in this column. If there is no cost to the College District, please check the box that says N/A.

Status: This column provides an update on the status of your goals from last year. If the goal was accomplished, check the accomplished box and list the approximate date the goal was finalized. If the goal is still in progress, check that box and list the estimated date of completion. If the goal has been abandoned or is no longer relevant, check the box that says, “No longer pursuing goal.”

3. **Summary Report for this coming year (2013-2014):** (found on page 2 of the Snapshot)

List New Goals: Input any new goals for your program for this coming year (2013-2014). Do not include any goal listed on page one under Summary Report from last year. List the new goals in ranked order by importance, beginning with number 1 as the most important. If you do not have any new goals, leave this section blank and move on to the next page.

Strategic Priority, Institutional Goal & Objectives : Under the second column, Strategic Priority, Institutional Goal & Objectives, review the last two pages of the snapshot to find the list of strategic priorities, goals and objectives. List the title of the strategic priority, the letter representing the Institutional Goal and the number of the Institutional Objective. For example: Student Success A-2.

Outcomes, Data & Evidence Sheet Item #: For this column, please refer to the Student Learning Outcomes section below for more detailed information regarding ODES. Simply insert your unit/discipline designator with the number of the SLO to which you are referring. For example: ADMIS (designator) S1 (SLO number) or rather ADMIS-SI.

Requested Category and Rank Number: In this column refer to the categories A through G on pages 4, 5, and 6 of the Snapshot. You do not need to name the category, just list the letter and rank #. For example, if the goal is to improve a classroom by purchasing new computers to convert it to a lab, the request would fall under the Technology category which is letter C. So you would insert C -1 or whatever rank that goal falls under.

Cost: Under the column entitled Cost, list the amount if the item is a one-time cost. If there is an ongoing cost after the one-time cost, list that amount as well. For example, many software licenses have a one-time initial start-up cost, followed by an annual license renewal fee. In that case, list both costs. If there is no cost to the district, check the box that says N/A.

4. **Student Learning Outcomes:** (found on page 3 of the Snapshot)

To maintain accreditation, colleges are required to consult data, review data, and provide evidence in decision-making at all levels at the institution. The Outcomes, Data and Evidence Sheet (ODES) helps SWC accomplish this purpose by:

1. Listing what evidence was consulted and used in decision-making for the allocation of resources.
2. Serving as a detailed reference for the Rationale sections in the Snapshot.
3. Documenting evidence used in the Program Review and resource allocation processes.

There are two tables available for stating data and evidence – one for “SLO Evidence/Data” and one for “Additional Sources of Evidence/Data.” This is to address a specific evidence requirement for accreditation – institutions **must use evidence and data** in decision-making, and some of the evidence and data utilized **must** **come from SLO assessment results.** Please recall all learning outcomes assessment (AUOs, SAOs, CSLOs, PSLOs, ISLOs) are all types of SLOs.

ODES can be thought of in terms of an annotated bibliography. In other words, the items on the ODES can be referred to without having to write it all down again so instead of writing lengthy explanations describing evidence in Rationale sections, you can simply write (annotate) direct statements and reference the evidence code (for example, ADMIS-S1 or COMM-S3) as evidence, or proof. On the ODES page, be sure to list and describe all the evidence used in the Rationale sections throughout the rest of the Snapshot. The first two boxes (“Your Discipline or Unit Area” and “Item Number”) are used together to create a code which is utilized in the rationale section of your Summary Plans.

**SLO Evidence/Data Table: Directions by Heading**

**Your Discipline or Unit Area:** Please insert your discipline or unit code. For disciplines, use your course designator code (e.g. Communication is COMM; Biology is BIOL). All other units can find their codes on the SLO website under [SLO Liaisons/Coordinators](http://www.swccd.edu/index.aspx?page=2386).

**Item Number:** Simply number each of your program’s SLOs in order as you list them. For example, the first SLO is S1, the second SLO is S2, the third SLO is S3, and so on. These can be ranked by importance but don’t have to be.

**ISLO Number:** All Institutional Student Learning Outcomes (ISLOs) are numbered. There are 16. Please refer the list of ISLOs attached to this document. The number of each ISLO is to the left. For academic disciplines, SLOs are aligned with ISLOs in CurricUNET. Visit specific course and program SLOs in [CurricUNET](http://www.curricunet/southwestern/) to view the ISLO to which each is aligned. Links to CurricUNET can be found on our SWC home page under Faculty/Staff and on the [SLO website](http://www.swccd.edu/index.aspx?page=2289).

Reminder: **Academic disciplines are required to match each of their course and program SLOs to a specific ISLO**. However, this is not the case for non-instructional units. Non-instructional units do not necessarily need to follow this rule. Non-instructional units can align multiple ISLOs to AUOs and SAOs. In some cases, they may align all. In these cases, simply write the word “all” in the box provided.

**Outcome:** Insert the SLO that was assessed. Please only insert one SLO per box.

**Source/Means of Measurement:** Briefly state how the SLO data was collected. For instance, you can state “in-class measures developed by discipline faculty” or “Campus Climate Survey.”

**Results:** Offer a brief description of data to be used as evidence for supporting requests in Snapshot.

**Please note:** Only insert SLO results that are actually used in the Snapshot as evidence for a Rationale. Some academic disciplines assess hundreds of SLOs per year. Please do not list them all, just list the SLOs that provide support for requests being made in Snapshot.

**Additional Sources of Evidence/Data Table: Directions by Heading**

Your Discipline or Unit Area**:** Please insert your discipline or unit code. For disciplines, use your course designator code (e.g. Communication is COMM; Biology is BIOL). All other units can find their codes on the SLO website under [SLO Liaisons/Coordinators](http://www.swccd.edu/index.aspx?page=2386).

Item Number: Simply number the sources of evidence/data in the order as you list them. For example, the first piece of evidence/data is 1, the second is 2, the third is 3, and so on.

Source/Means of Measurement: Briefly state how the SLO data was collected. For instance, you can write “in-class measures developed by discipline faculty” or “Campus Climate Survey.”

Results: Offer a brief description of data to be used as evidence for supporting requests in Snapshot.

**Using ODES codes when writing Rationales**

Use the ODES codes created to cite your evidence/data to support claims made in Rationales. Rather than writing out long statements explaining evidence/data used, simply make a brief and direct statement citing a specific piece of evidence/data listed on the ODES.

Look at the first example provided for your reference in the Snapshot. The evidence/data is described in the results section as follows:

*“After a comprehensive student survey, it was found that a large number of students (68%) registering for courses for the first time could not do so without direct assistance. In order to assist many students at once, Registration workshops were made available to new incoming students from local high schools. It was found that all students who attended the workshop were able to register for courses successfully without one-on-one assistance. It is recommended that funding be provided 1) to make the workshops available to all students and 2) to create an online workshop, similar to the on-site workshop, to train online students in the process.”*

Rather than inserting that entire paragraph into the rational section of the Snapshot during your argument for an allocation, **offer a brief (one sentence) conclusion** **citing the longer explanation in the ODES** in the following manner:

*“Students who participate in Registration workshops were more successful in registering for courses than students who did not (ADMIS-S1).”*

**5. Categories for Prioritization:** (found on pages 4-6 of the Snapshot)

Include your department’s needs in each relevant category. These are not a “wish list” of items but rather a thoughtful request for institutional funding in order to provide continuous improvement to student learning, services, programs and the integrity of institutional processes.

**Explanation of the Categories:** There are several categories of needs in the Snapshot:

1. Major Equipment
2. Facilities
3. Technology Resources
4. Overarching Needs
5. Human Resources – unfunded Classified Staff/Administrators
6. Human Resources – Faculty
7. Minor Equipment

List your program’s needs for each category and ensure that these are tied these to your goals and SLOs. Each section is designed to be self-explanatory. **Please note**: Not adhering to the explanations/exclusion items on the Category section and including items in your Snapshot that are not allowed may affect items’ incorporation into the prioritization process.

**The first four categories listed below will be prioritized** by the Deans, Vice Presidents and Standing Committees. However, only the final 120 top items of the merged prioritization list will forwarded to the Shared Consultation Council (SCC) for prioritization. Needs below the 120 will not be lost; they shall remain archived for future reference.

1. **Major Equipment:** This section is for requests for major equipment, which are defined as single items in excess of $5,000.00 each which are not technology-related items. Examples that fit this category are an aerial lift for Theatre, a cardiac monitor for Paramedic Program, TV studio cameras for the Telemedia program, special ADA compliant doors, Boating equipment for Crown Cove, or an electric cart.

**B. Facilities:**  The facilities category is intended to provide for remodeling of classrooms, offices or other structures which are not funded by Prop R, Perkins funding or other categorical funding (funding that is reserved and cannot be used except for special projects and/or programs). Examples that fit this category are a designated space for a Veteran’s Welcome Center, the addition of electrical outlets in reading classroom, a remodel of a lab classroom to fit additional computers, the addition of privacy screens in financial aid for student consultations, or a dedicated space for test proctoring in DSS.

**C. Technology Resources:** This category is only for new technology requests in excess of $2,500. Examples that fit this category are special speech software for DSS student computers, new servers for network management, special software licenses, audio/visual equipment for classroom, a MAC computer for graphics arts classroom, or a custom database software for HR.

**Please note**:

* The Technology Resources category is **ONLY for new technology**. **It must not include replacement computers, printers, monitors, etc.** as replacement of items are addressed in the SWC Technology Plan on a scheduled rotation basis. Including replacement items inappropriately in this category would skew our College’s resource allocation process.
* The Technology Resources category has an additional column not found in other categories, titled “Tech Plan Item”, which requests the number of the Tech Plan Implementation Grid pertaining to that request. If you don’t know, please contact your Institutional Technology Committee (ITC) Representative or your Academic Technology Committee (ATC) Representative.
* Each Technology Resources request requires the submission of a separate Tech Addendum.

**D. Overarching Needs:** This category is for items that do not fit neatly into any other categories. This category should not include technology, facilities, major equipment or items that belong in the other categories. Examples that fit this category are funds for specialized training of staff, registration fees for faculty/staff to attend conferences, marketing for academic programs or student services, tuition for health & safety courses required for accreditation, licensing or legal compliance, development of a College District-wide emergency disaster plan or ADA compliance items.

The last three categories deal with Human Resources for Faculty, requests and Minor Equipment. These items are listed in the Snapshot for budget development purposes only. Reminder**:** These items will not be included in the College’s prioritization process because these are addressed through other processes and/or procedures.

**E. Human Resources: Unfunded Classified Staff/Administrators** This category includes personnel requests for classified staff and/or administrators. These requests will be prioritized by the appropriate deans, VPs and the Superintendent/President.

**F. Human Resources: Faculty:** Requests for faculty positions are determined and prioritized by the Faculty Hiring Prioritization (FHP) Committee to set criteria as per the FHP agreement between the District and the Academic Senate. Faculty are according to financial resources of the District. Faculty positions are submitted to the Governing Board for approval.

**G. Minor Equipment:** These requests are for single items that cost $4,999.00 or less; however, there are constraints: Instructional supplies, office supplies, furniture, desks and non-technology items are to be included in Minor Equipment requests. These items are also for budget development purposes. Each school, department or administrative unit will develop their budget based on the requirements listed under minor equipment. Examples that fit this category are special equipment required for academic programs / student services or equipment for classrooms that is not accounted for in the Tech Plan.

**Explanation of the Columns of the Category Section**

**Rank #:** List your ranked requests in each section with the most important item as number 1.

**List the name of the item:** In the second column of each category, write in the name of the item you are requesting. The request should be for ONE specific item, not several of the same type. **Do not bundle requests for several different types of items**, such 24 classroom desks, 56 classroom chairs, or 7 ADA computer desks. Theses should be separate requests. Each Item should be titled in a way that the reader will understand what you are requesting. For example, requests for “Training Funds” or “Research Support” do not adequately explain the request. A request should specifically list the name of the department or program and what the funds are intended for. An example that fits this category might be “Staff Development needs funding to provide speakers for Opening Day and other events.”

**Rationale:**  In the third column, provide concise rationale for your program’s request. This should be a brief and concise paragraph of at least 2 lines, but not more than 4 clear sentences. An example of an appropriate rational that would fit is “The current aerial lift is barely working and is used for instruction in TA 152, and TA 160-163. It is indispensable equipment because there is no other way to focus lighting equipment or hang scenery safely.” Please include source cites from the ODES where applicable.

**Costs:**  In the fourth column, provide a one-time cost and ongoing costs as accurately as possible. Do not include an amount that has not been researched or provided by a firm; no guessing! If there is both a start-up cost and an ongoing cost for your request, like a cost to purchase a license and an additionally cost to renew the license annually, include both costs in this column in the corresponding section. Having firm costs cited will assist the College in being able to have a clearer financial picture and will assist departments in having sufficient resources.

**Strategic Priority:**  In this column, identify and list the relevant strategic priority for your request. You must include at least one but you may include more if you like. There is a listing of our Strategic Priorities at end of the Snapshot for your convenience. Review the list of Strategic Priorities, Institutional Goals and Institutional Objectives for the item that will best support your request. For example, if yours is a request is for specialized software for an academic program, the applicable strategic priority might be Teaching & Learning A-2 while if you work in Student Services and need an online program, you might use Student Success A3.

**Name/Contact:**  Once you have completed your Snapshot and are ready for submission, insert the name of the person who prepared it and the date of submission in the corresponding place at the end of the Snapshot. Submit a completed Snapshot electronically to each of the following individuals:

* the IPRC Coordinator, Angie Stuart, [astuart@swccd.edu](mailto:astuart@swccd.edu)
* your Program Review Division Chair, as follows:
  + APR: Rebecca Wolniewicz, re [wolniewicz@swccd.edu](mailto:wolniewicz@swccd.edu)
  + BFA/HR/SP: Wayne Yanda, [wyanda@swccd.edu](mailto:wyanda@swccd.edu)
  + AAPR: Mink Stavenga, [mstavenga@swccd.edu](mailto:mstavenga@swccd.edu)
  + SSPR: Omar Orihuela, [oorihuela@swccd.edu](mailto:oorihuela@swccd.edu)
* Your Dean/Director. Remember to keep an electronic copy for your records and share with your colleagues in your department or unit.

**Your snapshot is now ready for integration into the prioritization process.** Thank you for helping Southwestern College sustain our vital program review, resource allocation and shared planning and decision-making processes!