Foothill College Operations Planning Committee (OPC)
Resource Request Rubric for Prioritization DRAFT v.4

Title of Request: Date:

Department/Program: Division: Amount Requested:

Meets Minimum Requirements	Yes	No
Minimum requirements include alignment with college mission and having a completed program review (including assessment methods, completion and success rates).		

Criteria	High	Medium	Low
Institutional Learning Outcomes and Core Mission Workgroup Objectives	Program mix has clear defined linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals.	Program mix has somewhat defined linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals.	Program mix has limited demonstrated linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals.
Characteristics of students served	Increases access, services, and/or outcomes among underrepresented student population groups with potential to reach across programs, departments, and/or divisions.	Increases access, services, and/or outcomes among underrepresented student population groups that may be limited to specific programs or departments.	No evidence that request will support or address concerns among underrepresented student population groups.
Divisional priority	Request is a divisional priority (with rationale and/or evidence).	Request is not an immediate divisional priority.	Request has no rationale or evidence regarding prioritization.
Organizational efficiency	Provides evidence that request will eliminate duplication and/or increase access across campus OR request demonstrates initiative/program is sole provider of service.	Provides minimal evidence that request will eliminate duplication and/or increase access across campus.	Effort or initiative already exists on campus.
Legal mandates	Required to meet laws or regulations that require particular efforts (e.g. mgmt of hazardous materials).	Required to meet laws or regulations with some flexibility in timeline or process.	No requirement to meet laws or regulations that require particular efforts.
Data enrollment trends	Stable or increasing enrollment trends OR anticipated enrollment fluctuation with evidence or plan.	Fluctuating enrollment trends without evidence for explanation or plan.	Low or declining enrollment trends.
Productivity	High productivity trends taken in context of program.	Consistent productivity trends taken in context of program.	Low/declining productivity trends taken in context of program.
Cost per FTES	Cost per FTES is consistent, appropriate for program, and supported with data.	Cost per FTES is fluctuating and/or supported with minimal data.	Cost per FTES is trending high, not consistent for program, and not supported with data.

Supports student outcomes	Provides direct evidence regarding completion, success rates, especially as related to transfer, vocational, basic skills to college level course outcomes.	Provides some evidence regarding completion, success rates, especially as related to transfer, vocational, basic skills to college level course outcomes.	Provides little or no evidence regarding completion, success rates, especially as related to transfer, vocational, basic skills to college level course outcomes.
Financial stability	Evidence demonstrating severe losses in a major funding source for critical program.	Losses in some funding sources for critical and noncritical programs.	Program will continue to be funded by identifiable sources.
Organizational and operational changes and needs	Evidence that major change(s) due to reorganization, new methodology is required to carry out function with evidence of impact on program, or equipment needs that are operationally necessary.	Changes in responsibility due to reorganization OR operational needs without evidence of impact on program OR flexibility/limited evidence demonstrating request is operationally necessary.	No change in responsibility or no evidence demonstrating that request is operationally necessary.
Future need	Evidence demonstrating anticipated or continuing need to be fulfilled by request.	Limited evidence demonstrating anticipated or continuing need fulfilled by request.	No evidence demonstrating anticipating or continuing need fulfilled by request.
Criteria Total (add up number of high, medium, low indicators)			

Priority band	High, medium, or low

Additional Comments
Strengths:
Weaknesses:
Areas needing further clarification: