



Snapshot Checklist for 2014-2015

Please use the following **5 step checklist** to make filling out the Snapshot even easier:

- _____ 1. **[Your program information & details](#)**
 - Name of your Program/Unit, Designator & Site
 - Program Review Level
 - Program Review Lead person for this Snapshot
 - Year of last Comprehensive Review
 - List of discipline/ unit participants who provided input in this Snapshot

- _____ 2. **[Summary Report for 2014-2015](#)**
 - List your goals in ranked order from last Snapshot & include any new goals
 - Include Strategic Priorities/Goals/Objectives
 - Tie your program/unit goals to SLO data assessment/other data as relevant
 - Include cost(s)
 - Provide a status report on goals from last Snapshot

- _____ 3. **[Outcome, Data & Evidence \(ODE\) Sheet](#)**
 - Include your program/unit Designator
 - List and number the SLOs cited (includes SLOs, AUOs, SAOs, & ISLOs)
 - Provide the source of measurement
 - Provide rationale (ODE Code)

- _____ 4. **[Categories for Prioritization](#)**
 - Enter your program/unit needs in each relevant section

- _____ 5. **[Your Snapshot is ready for submission!](#)**



Instructions for Preparing the Annual Needs Assessment and Resource Allocation Request **Snapshot 2014-15**

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

- Insert the complete program/unit name, indicate its official Designator. Please refer to the Designator List for your program/unit's official designator; this can be found on the IPRC Website or on the IPRC page in SharePoint. Also, identify the site at which the program/unit is located (e.g., Chula Vista, HECSY, HECOM, HECNC)
- Check off the box which identifies your program review level:
 - Levels 4a (Academic Program/Non-Instructional Unit) and 4b (Supervisor/Unit Lead)
 - Level L3 (Director) Directors who report to a Vice President have until Dec.; other Directors must work out their program review due dates with their Deans.
 - Level 2 (School/Center Dean)
 - Level L1 (Vice President & Superintendent/President)
- Identify the name of the Program Review Lead
- State the date your Snapshot was submitted
- List the last year your program/unit prepared a Comprehensive program review.
- List the name(s) or participating discipline/unit members

2. **Fill out Section I: Summary Report for the Academic Year:** (on page 1 of the Snapshot)

List of Program/Unit Goals: Please list your program goals from your last Snapshot as well as new goals for the current academic year.

- The first column is where you list the goal for your program/unit. Be sure to list your goals ranked in the order of their importance with number 1 as the most important.
- The second column identifies the Strategic Priority or Institutional goal and objective that your program goal relates to. A list of Strategic Goals and Objectives can be found at the end of the Snapshot. For example, a goal regarding how well a unit works within the College District could be listed as Organizational Effectiveness B-1.
- The third column identifies the Outcome, Data and Evidence sheet item number. Simply insert your unit/discipline designator with the number of the SLO to which you are referring. For example ENGL (designator) S1 (SLO number) or rather ENGL-S1. Please refer to the ODE section below for more specific details on how to fill out the ODE section and how to identify ODE items.
- The fourth column identifies the resource allocation request that is tied to this goal, if there is one. Many program/unit goals do not require funding; those that do should be identified here.

Each resource allocation category has been assigned a capital letter (e.g. Major Equipment is category “A”) so as a request is made on a category, the letter and then the rank in that category is listed. 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 New Technology category, which is letter C. So if you had two New Technology requests, they would be indicated as C1 and C2, respectively.

- The fifth column identifies costs related to stated goals. Check the respective box to identify cost. If there is no cost to the College District, please check the box that says N/A. For one-time cost or ongoing cost, please indicate a specific amount. There may cases in which a stated goal requires both initial start-up costs as well as an annual cost, such as a license renewal fee. In that case, please list both costs in your request.
- The last column identifies the status of the goal. Here, you would identify if it is a new goal or if it is past goal. If it’s a past goal, please indicate if the goal has been accomplished (and the date it was accomplished), in progress (and an estimated Date Of Completion [DOC]), or if the goal is no longer part of your program’s/unit’s plan. This will serve as institutional history record for your program/unit.

3. [Fill out Section II: SLOs, Data and Evidence \(ODE\) Sheet](#): (found on page 3 of the Snapshot)

According to accreditation guidelines, colleges are required to design learning outcomes, implement SLOs, review SLO and other data, analyze all collected data, and provide evidence that SLO analysis and other data have been utilized in decision-making at all levels at the institution. The Outcomes, Data and Evidence Sheet (ODES) helps SWC accomplish this mandate 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 remember that the term SLO covers all learning outcomes assessment (AUOs, SAOs, CSLOs, PSLOs, ISLOs).

The 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 (e.g., ADMIS-S1 or ENGL-S3) as evidence, or proof.

On the ODES page, list and describe all the evidence used in the Rationale sections throughout the rest of the Snapshot. The first two boxes (“Your Discipline/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:

This is the table on which you include SLO data. On this table, you will find 6 columns:

- The first column is where you identify your program designator: Please insert your program's/unit's official designator, e.g. World Language = **WL**; Cashiering = **CASH**, SWC Police Dept. = **SWCPD**. Please refer to the Designator List to locate your program's unique designator.
- The second column is where your item is numbered: Simply number each of your program's/unit's SLOs in the order listed. 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.

Please note: Include only those SLOs that support any resource requests; you do not have to include all your program's/unit's SLOs. 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.

- The third column is where the ISLO Number is identified: All 16 Institutional Student Learning Outcomes (ISLOs) are numbered. Please refer the list of ISLOs at the end of the Snapshot. 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 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.

Please note: 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 their SLOs. In some cases, they may align to all. In such cases, simply write the word "All" in the box provided.

- The fourth column is where you identify the actual SLO that was utilized. Simply type in the SLO that was assessed verbatim. Please only insert one SLO per line on this table. A sample is provided in the ODE table for your reference.
- The fifth column identifies the Source or Means of Measurement: Briefly state how the SLO data was collected. For instance, "*in-class measures developed by discipline faculty*" or "*Campus Climate Survey*" can be inserted here.
- The last column is where you indicate the results of your SLO assessment: Offer a brief description of data to be used as evidence for supporting a resource allocation request in your Snapshot. An example is provided for you on the ODE sheet.

Additional Sources of Evidence/Data Table:

This is the table on which you include other data or evidence you used to support any resource allocation requests. On this table, you will find 4 columns:

- The first column is where you identify your program designator: Please insert your

program's/unit's official designator, e.g. Accounting = **ACCT**; Disabled Student Services = **DSS**; Finance = **FIN**. Please refer to the Designator List to locate your program's unique designator.

- The second column is where the source of data is numbered: Simply number the source 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. Notice that this column requires only a number (e.g. 2) with no "S" in front of it as in the second column under the SLO section (e.g. S2); this is to distinguish SLO data from all other data.
- The third column is where you cite the source of your data and the means of measurement: Briefly state where the data came from or how the data was provided. For instance, you can write "Institutional Self-Set Standard", "Student Satisfaction Survey" or "SWC External Scan".
- The last column is where you indicate the results: Offer a brief description of data to be used as evidence for supporting requests in Snapshot and how this supports your request.

Using ODES codes when writing Rationales

Use the ODES codes created to cite your evidence/data to support claims made in the Rationale section your resource allocation category in the Snapshot. Rather than writing out or cutting/pasting long statements explaining evidence/data used, simply make a brief and direct sentence citing a specific piece of evidence/data listed on the ODES. Below is an example:

Look at the first example rationale 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 the entire sample paragraph above into the Rationale section of the Snapshot during your argument for an allocation and citing that longer explanation in the ODES, **offer a brief (one sentence) conclusion** in the following manner:

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

4. Fill out Section II: Categories for Prioritization: (found on pages 4-7 of the Snapshot)

Include your program/unit's needs in each category as needed. There are eight (8) categories of needs in the Snapshot:

- A) Major Equipment
- B) Facilities

- C) New Technology
- D) Overarching Needs
- E) Human Resources – unfunded Classified Staff/Administrators
- F) Human Resources – Faculty
- G) Minor Equipment
- H) Replacement Technology

Please ensure that all requests are tied these to program goals and SLOs by including those references. 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.*

As explained in more detail in the prioritization and funding section of the IPRC Handbook, the first four categories listed below will be prioritized by an SCC Standing Committee. However, only the top three categories will be forwarded to the SCC for full prioritization; the Overarching Needs category will be prioritized by the EP/EMC but the resulting Top 20+ List will be forwarded to Cabinet for final action. The other three Top 20+ Lists will input into a software program developed by IT specifically for prioritization by the SCC. This program opens with a window in which four items are shown to be chosen from: the top item from each of the four prioritization lists. Included on that window is the rationale and the description of the request. Once an SCC member selects an item from one of the four categories (groups), the program automatically populates the window with the next item on that prioritized list for that category (group). When all SCC members have completed their prioritization, the final list is called the "Master Prioritization List."

Needs below the Top 20+ List will not be lost, but rather shall remain archived on Snapshots in SharePoint for future reference and transparency.

Categories for Prioritization:

- A. 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 would be 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 safety, or an electric cart.
- B. Facilities:** This category is intended to provide for updating and remodeling of classrooms, offices or other structures which are not funded by Prop R, Perkins funding or other categorical funding, which includes funding that is reserved and cannot be used except for special projects and/or programs. Examples that fit this category include 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. New Technology:** The New Technology 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 or a MAC computer for a classroom, or a custom database software for HR.

The Technology Resources category has an additional column not found in other categories,

titled “Tech Plan Item”, which requests the number of the Institutional Technology Plan that best relates to that request. Please see the link provided on the Snapshot for a link to The Tech Plan.

Please note: Replacement Technology Needs are NOT to be included in category C; replacement Technology needs can be indicated in category H section below. Replacement items include replacement computers, monitors, or printers, etc. as well as software updates and replacement of other technology items which are addressed in the SWC Technology Plan on a scheduled rotation basis. Including replacement items inappropriately in the New Technology category would skew the College’s resource allocation process.

- D. Overarching Needs:** This category is only for items that do not fit neatly into any other category. Overarching Needs should not include requests for items that clearly belong in the other resource allocation categories, such as technology, facilities, personnel, or major equipment requests. Deans/Directors, Vice Presidents and the SCC Standing Committee co-chairs are to serve as “gatekeepers” to ensure that requests in this category do not belong in another section. 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 two Human Resources requests and requests for Minor Equipment. These following categories are included in the Snapshot for budget development purposes only:

- E. Human Resources: New Unfunded Classified Professionals, Confidentials or Administrators.** This category provides a place for new personnel requests. These include Classified Professionals, Confidentials and Administrators. These requests will be compiled and then acted by Cabinet. Please note: Replacement positions for positions in this category shall follow the SCC-approved HR Memo for Personnel Requests Outside of Program Review.
- F. Human Resources: New Faculty.** Requests for new faculty positions are determined and prioritized by the Faculty Hiring Prioritization (FHP) Committee, which uses set data and criteria as per the FHP agreement between the District and the Academic Senate. All faculty requests are ranked into the FHP Memo and are approved by Governing Board according to recommendation of the Superintendent/President and as per the financial resources of the District.
- G. Minor Equipment & Budget Requests:** These requests are for single items that cost \$4,999 or less. These requests are limited to instructional supplies, office supplies, furniture, desks and other non-technology items. Each Division Vice President shall develop a list of compiled Minor Equipment and Budget Requests and then will develop the following year’s budget after collaborating with Deans/Directors after review of minor equipment requests at Cabinet. Examples that fit this category are special equipment required for academic programs, student services or equipment for classrooms that is not accounted for in other institutional plans or the general fund.

H. Replacement Technology Requests: The Replacement Technology category is the category in which faculty and staff can ensure that their replacement technology needs are sent to the ITC for inclusion into the Technology Implementation Grid and Action Plan as well as the Tech Plan replacement cycle. Examples that fit this category would be an upgrade to a special speech software for DSS student computers, a new server to replace an older one for network management, renewed software licenses, replacement equipment for a classrooms or a replacement computer or printer for an office.

Explanation of Prioritization Category Section Columns:

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

Instructional vs. Non-Instructional Need: In this column, indicate if the request that is being made is necessary for an Academic Program (or discipline) or a Non-Instructional (Operational Support Unit of the campus). “**I**” indicates that the request is for Instructional use while “**NI**” indicates Non-Instructional use. This will assist SCC Standing committees when they are prioritizing requests based on their rubrics.

Designator: In this column, please enter your program/unit’s official designator (e.g. **EARTH** for Earth Sciences; **CEUD** for Community, Economic and Urban Development; or **HR** for Human Resources) as per the Designator List. The Designator List can be found on the IPRC website and on the IPRC SharePoint Shared Documents site.

Short Title: This is a unique five word maximum title that you can give your request. An example might be something like “*Math Lab Replacement Computer*” or “*Reading Lab furniture upgrade.*” This allows the Standing Committee responsible for prioritizing to readily identify the exact request they are discussing or may require more information on.

Description of Items Requested: The description of items requested should identify the specific item, model number, etc. being requested. For example, general requests for “Training Funds” or “Research Support” do not adequately explain the request. A specific request should identify what the request is intended for and should include a contact person’s name should the Standing Committee require extra information. A few examples that fit this category would be “*New Faculty Member: BioTech Program,*” “*new Full-Time Classified Professional for IP office,*” “*office space for new FIN personnel,*” “*Xerox WorkCentre 4260XF - multifunction printer (B/W); Mfg. Part: 4260/XFM|CDW Part: 2334577 UNSPSC: 4410150.*” Note: Designators are not required for this area but are helpful for abbreviating and identifying the request.

Rationale: In this column, provide a **concise two-four sentence rationale** for your program’s request. 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.

One-Time Cost: Provide an estimate for a one-time cost item as accurately as possible. Do not include an amount that has not been researched or provided by the appropriate college office; no guessing! If there will be both a start-up cost and an ongoing cost for your request, such as an initial cost to purchase a license and an additional annual renewal fee (ongoing cost), please include both costs in the respective column. Having firm costs cited will assist the College in being able to have a clearer financial picture in order to provide as much as possible across the campus as well as to assist departments in having sufficient resources.

Ongoing Cost: Provide an ongoing cost estimate as accurately as possible. Do not include an amount that has not been researched; no guessing! If there is both a start-up cost and an ongoing cost for your request, such as an initial cost to purchase a license and an additional ongoing cost to renew the license annually, include both costs in the respective column. Having firm costs cited will assist the College in being able to have a clearer financial picture in order to provide as much as possible across the campus as well as to assist departments in having sufficient resources.

Strategic Priority: In this column, identify and list the relevant strategic priority for your request as you did in Section 1 of the Snapshot. For example, if yours is a request for specialized software for an academic program, the applicable strategic priority might be Teaching & Learning A2 while if you work in Student Services and need an online program, you might use Student Success A3. Refer to Section 1 for more details.

Tech Plan #: In this column, identify the area of the Institutional Technology Plan that best supports your technology requests. A link to the Tech Plan as well as an example of a Tech Plan # are provided for your convenience in the Snapshot sections for technology requests.

Once all these sections are done, your Snapshot is almost complete and ready for submission! Please follow these last two crucial steps:

1. **Save your document utilizing the IPRC-approved naming formula.** It is as follows:

DIVISION-DESIGNATOR-YEAR-TYPE

Division refers to which Vice President your program/unit reports to. Use all capital letters please.

Designator is preapproved and listed on the Designator List (see website). Use all capital letters.

Year refers to the year in which the document was due (four digit number: 2014 or 2015)

Type is the type of document it is, such as a Snapshot or Comprehensive. This requires a capital letter only at the beginning of the word. Other document types can be submitted for Program Review, such as Advisory Committee Notes or external Accrediting agency program reviews for units that have such items.

Important Note:

Be sure to **use hyphens between the items in your file name**. Underscores or slashes cannot be used because it makes SharePoint think that it's all one word. Each discrete item in the naming formula must be separated by hyphens so that it becomes searchable. Thus, for program review posting purposes only, ES/ATH, BFA/HR/SPPR or S/P, for example, cannot be posted with slashes so these would become ES-ATH, BFAHRSPPR and SP, respectively.

Below are a few examples for each of the program review Divisions:

If the Emergency Medical Technician Department provided a Snapshot, it would be archived as:

[APR-EMT-2014-Snapshot](#)

If the Articulation Office provided a Comprehensive, it would be archived as:

[AAPR-ARTIC-2014-Comprehensive](#)

If the Veteran's Office has provided a Snapshot, it would be archived as:

[SAPR-VET-2014-Snapshot](#)

If the Superintendent/President's Office provided a Comprehensive, it would be archived as:

[BFAHRSP-SP-2015-Comprehensive](#)

2. **[Your Snapshot is now complete! Submit your completed Snapshot or Comprehensive program review electronically](#)** to your respective Dean/Director/Supervisor with a copy to your Division Program Review Chair by the Program Review Deadline. Your Snapshot/Comprehensive will be integrated into the prioritization process and will be posted on the SharePoint Program Review Shared Documents website for transparency and evidence of our institutional program review process.

If you have any questions regarding naming conventions or any other portion of the Snapshot, please contact the IPROC Coordinator, Randy Beach at rbeach@swccd.edu.