Resource Request Report



**Resource Request**

**EXAMPLE**

**2022-23**

Resource Request

Request Item

**Request Name**

**HINT:** DEFINITION OF “RESOURCE REQUEST” A Resource Request is requested from a program, discipline, department, or administrative unit for an additional allocation to be made for budget, equipment, facilities, and/or faculty positions. Faculty Positions: will be automatically forwarded to the Academic Senate President to be scored and prioritized using the Faculty Hiring Prioritization Rubric. (See FHPR) Resource requests are not needed for items already included within department budgets (i.e., sustained budget items).

EX: 2023-24 LAB COMPUTERS

**Request Item**

**HINT:** Explain the actual item or items you are requesting, be specific.

EX: (24) DELL PC COMPUTERS

**Request Year(s)**

2022 - 2023

**Total Cost Amount**

**HINT:** What is the cost of the item? If only one item, give the cost of the one item. If more than one, give the total cost. Please upload purchase quotes to the document repository. If the cost of the resource request is unknown, type 099.

$18,000

**District Object Code (Dropdown Field)**

6000 - Equipment

**Type of Request (Dropdown Field)**

One-time money

**Funding Source Type (Dropdown Field)**

General Fund Only

**Resource Request Status (To-date) (Dropdown Field)**

New Request (not yet funded)

**Resource Request Status – Date Updated**

09/14/2022

**BLOCK 1: LEGAL MANDATE, HEALTH & SAFETY, AND/OR ACCREDITING BODY REQUIREMENT**

**Augmentation funds are funds requested above and beyond a unit’s current operating budget. The questions within this tab directly link to the rubric used by campus constituents to evaluate and rank budget requests. (AP6200)**

**Indicate which Block 1 areas your resource request is eligible for (Select all that apply).**

Not Applicable

**Optional Text Field for additional comment or clarification.**

**TEXT FIELD**

**BLOCK 2: CONSIDERATION OF PROGRAM NEEDS & ALIGNMENT TO CAMPUS PRIORITIES**

**Block 2 addresses necessity and scope of the request, informed request content tied to outcomes, alignment to the College’s Educational Master Plan, alignment to other campus initiatives/PRIORITIES as applicable, and supporting evidence from assessment outcomes.**

**Resource Request Necessity**

**Is your Resource Request a Necessity? (Dropdown Field)**

Yes

**If you answered ‘yes’ to the last question, please describe why your resource request is a necessity.**

**HINT:** If you answered ‘yes’ to the last question, this is your opportunity to explain why the resource request is a necessity, providing additional details about cost calculation, and evidence to support the necessity of the request.  
  
RESPONSE TEXT HERE

**Alignment to Key Priority Areas**

**Does your resource request align to one or more of the Key Priority Areas? (Dropdown Field)**

Yes

**If you answered ‘yes’ to the last question, please describe why/how your request is aligned to Key Priority Areas.**

**HINT:** Use this field to explain why of the Key Priority Areas your resource request falls under. Be descriptive.  
KPA 1: Retention, Persistence, Completion, and Post-Completion Success  
KPA 2: Strategic and Efficient Enrollment Growth  
KPA 3: Distance and Digital Learning Expansion and Enhancements  
KPA 4: Non-Credit and Other Expanded Learning Options Development  
  
RESPONSE TEXT HERE

**Alignment to EMP District Goals**

**Does your resource request align to one or more of the EMP District Goals? (Dropdown Field)**

Yes

**If you answered ‘yes’ to the last question, please describe why/how your request is aligned to EMP District Goals.**

**HINT:** If you answer ‘yes’ here, it means your resource request can fall under one or more of the EMP District Goals. The EMP District Goals include:  
District Goal 1: Student Experience and Success  
District Goal 2: High Quality Practice / Excellence  
District Goal 3: Institutional Learning  
  
RESPONSE TEXT HERE

**Diversity, Equity, and Inclusion Imperatives**

**Does your resource request align to imperatives relating to Diversity, Equity, and Inclusion? (Dropdown Field)**

Yes

**If you answered ‘yes’ to the last question, please describe why/how your request is aligned to Diversity, Equity and Inclusion Imperatives.**

**HINT:** Please describe why/how this resource request can be related to Diversity, Equity and Inclusion initiatives. Be descriptive  
  
RESPONSE TEXT HERE

**Innovation**

**Does your resource request promote innovation at VVC? (Dropdown Field)**

Yes

**If you answered ‘yes’ to the last question, please describe why/how your request is aligned to Innovation.**

**HINT:** Describe in narrative form why your resource request would be tied to innovation, or promote innovation, at VVC  
  
RESPONSE TEXT HERE

**Final Comments**

**Are there any other factors you want considered for your resource request? Please describe/explain.**

**HINT:** If you believe there are other factors that should be considered in relation to this resource request, please explain these factors here.  
  
RESPONSE TEXT HERE