



Basic Information About the Resource Request

Resource Request Description Sample Resource Request

What priority does the program assign to this resource request?

Mark Type of Request:

- Facilities/Maintenance
- Classroom Upgrade
- Instructional Equipment
- Non-Instructional Equipment
- Supplies
- Computer Hardware for Student Use
- Computer Hardware for Faculty/Staff Use
- Software/Licenses/Maintenance Agreements
- Conference/Travel
- Other

4.1. Clearly describe the resource request.

Amount requested: \$

Breakdown of cost, if applicable:

4.2. Funding

Requires One-Time Funding Requires Ongoing Funding

This is a New Request

This is a Repeat Request from a Previous Year

Year(s) Requested:

Special Criteria

4.3. Please check if any of the following special criteria apply to this request:

- Health & Safety Issue (explain fully)
- Accreditation Requirement (see note in red)
- Contractual Requirement (explain fully)
- Legal Mandate (explain fully)

Accreditation only applies to the ACCJC or other specific accrediting agency to which your program is required to report (be specific in the text box below).

Please explain how/why this request meets any of the above criteria.

Justification and Rationale

GLENDALE COMMUNITY COLLEGE MISSION STATEMENT

Glendale Community College serves a diverse population of students by providing the opportunities and support to achieve their educational and career goals. We are committed to student learning and success through transfer preparation, certificates, associate degrees, career development, technical training, continuing education, and basic skills instruction. Dedicated to the importance of higher education in an evolving urban environment, faculty and staff engage students in rigorous and innovative learning experiences that enhance and sustain the cultural, intellectual, and economic vitality of the community.

As part of its mission, Glendale Community College is committed to student success by promoting:

- communication, critical thinking, information competency, quantitative reasoning, global awareness, personal responsibility, and application of knowledge;
- coherence among disciplines and promotion of openness to the diversity of the human experience;
- student services, learning support, and state of the art technology that enable students to reach their educational goals in an efficient and timely manner.

4.4. Justification and Rationale: What EMP Goal, plan, SLO, PLO, or ILO does this request address?

What part of the college mission statement does it address?

Please use information from your report to support your request.

4.5. What measurable outcome will result from filling this resource request?

Steps in the Resource Allocation Process

This request will be submitted along with the Program Review document.

After submission, this request will go to the Program Review Committee for validation (see the validation rubric below).

If the request is validated as compliant, then it will move to the appropriate standing governance committee (Academic Affairs, Student Affairs, or Administrative Affairs) for prioritization.

The prioritized lists of requests from the standing governance committees are then sent to the Expanded Budget Committee for the final prioritization and the Budget Committee's recommendation for funding.