Budget Request Process

Rubric Elements
Explained by Planning
In this area, the reviewer is considering whether the budget request addresses a need or gap that is explained in planning. There should be a clear connection to a planning document that identifies the need or gap such as strategic plan, program review, unit/section/division plan, or equipment/supply replacement plan. If the request is based on an external planning document, that document should be referenced in the request. If the referenced planning document cannot be located, the request will receive a low rating for this category. Requestors are encouraged to provide specifics on what planning document, what section of the document is being addressed by the request (page numbers, if available), and how to access the planning document.

Score	5	3	1	0
Criteria	Very well explained in program review and and/or unit planning documents	Somewhat well explained in program review and and/or unit planning documents	Minimally or not explained in program review and and/or unit planning documents	Not applicable

Higher Rating	Lower Rating
The Science Department submits a $2,000 increase for a chemistry software package. There is an initiative in the unit plan to develop additional online science courses with this specific action step to be taken: "The college currently offers two online lab courses that fulfill GE physical science requirements. To serve the needs of more online students, the Science department will develop one or two additional online science courses. One potential area for growth is to offer an online introductory Chemistry course." (Reasoning: This request would receive higher ratings since it was clearly explained in a planning document.)	The Science Department submits a $2,000 increase for a chemistry software package. There is no initiative related to online classes in the most recent AUP or in the most recent program review. (Reasoning: This request would receive lower ratings since there is no mention of the need for this software in planning documents.)
The Industrial Arts Department submits a $2,000 request for speakers. The unit plan indicates that there is an equity gap with female students in welding courses. The initiative in the unit plan indicates: "Bring in female welders to be present at Career Day to engage with female students who may be interested in the field."	The Industrial Arts Department submits a $2,000 request for speakers. There is no initiative related to the need for speakers in the most recent AUP or in the most recent program review. (Reasoning: This request would receive lower ratings since there is no mention of the need for this software in planning documents.)

(Reasoning: This request would receive higher ratings since it is identified in the planning document and addresses an identified gap.)		

Supporting Facts and/or Data

As opposed to "Explained in Planning", in this area, the reviewer is considering whether the budget request addressing a need or gap is not just referenced in a planning document but is informed by facts, specific details, and/or data. This could include specific details and supporting facts such as the age of equipment and where something is located (such as a high-traffic area). In many instances, this information is already referenced in a planning document. If so, a brief reference to this is sufficient. Because we recognize that not every proposed expense rises to the level of being included in an existing planning document, if there are no supporting facts or data mentioned elsewhere, the request should include this information. Any evaluation of cost savings – for example, comparing savings compared to costs – should be addressed in operational efficiency and supporting facts/data.

Score	5	3	1	0
Criteria	Well informed by facts, specific details and/or data	Somewhat informed by facts, specific details and/or data	Minimally or not informed by facts, specific details and/or data	Not applicable

Higher Rating	Lower Rating
ESCC submits a request for $6,000 to send postcards to increase enrollments. The request states: "Post Card Mailings $6,000. ESCC would like to continue mailing matriculation postcards each semester. Reaching out to all residents in the ESCC service area is the primary way to reach our target population of 25-34 year-old individuals in the community. ESCC does not have a partner/place we can go to reach this population as we do with high school students. Cost includes printing of postcards $2500 and mailings $3500. Post Cards will be designed with a QR code and a unique URL to capture the response rate and effectiveness of the method." *(Reasoning: This request would receive higher ratings since the request includes specific data about the population we are attempting to reach, why postcards are the best way to reach that population and includes how we will assess our effort.)*	ESCC submits a request for $6,000 to send postcards to increase enrollments. The request states: "Outreach in Inyo and Mono." *(Reasoning: This request would receive lower ratings because there are no facts or data included in the request.)*

Revised: 9/10/2021