

Needs Assessment Process
Fall 2014
REQUESTS DUE: October 31, 2014

Important Deadlines for Needs Assessment

| Date | Tentative Agenda/Deadline |
|---------------------------|---|
| September 26, 2014 | Committee Meeting: Needs Workshop Research deadline for additional/custom data, if needed |
| October 3, 2014 | EMP narrative due to Division Deans |
| October 10, 2014 | Committee Meeting: Needs Workshop |
| October 31, 2014 | Needs Assessment requests due at midnight with Division/Area rankings |
| November 14, 2014 | Committee Meeting: Needs Assessment rankings |
| November 21, 2014 | Committee Meeting: Needs Assessment rankings |

Instructions:

1. A complete Needs request includes (1) the specific form(s), (2) one copy of a **current** EMP with updated narrative, (3) and Division/Area rankings. One copy of the Division/Area rankings should be submitted by the Dean/Manager. Requests that do not include all three components are considered incomplete and will not be reviewed.
2. Needs requests are due to the Program Review Committee no later than midnight (Pacific Time) on Friday, October 31, 2014. E-mail your request to: slillard@valleycollege.edu.
3. **Late and/or incomplete requests will not be reviewed.**
4. A recommendation of Continuation or Conditional on the most recent Efficacy Review, and a current EMP narrative is required in order to participate in Needs Assessment.
5. EMP Narratives are due to the Division Deans by October 3, 2014, for submission to the Research Office. Programs who do not submit updates by this deadline will not be eligible to participate in Needs Assessment this semester.
6. Complete one application for each request. For instance, if you are requesting 2 admissions clerks, fill out 2 applications. For budget augmentation requests, do not request a lump sum that encompasses vastly different areas of need; complete separate applications here as well. Facilities requests are the exception; there can be up to 3 facilities requests per application.
7. Completed applications must be no longer than 2 pages, (single-spacing is OK) with 12 pt Times New Roman font, and 1" margins. If you wish to include charts, tables, or bulleted lists, then these must be included within the margin and page limits. Convert your file to pdf before submitting to the committee, and be sure that your pdf version does not exceed 2 pages. **Applications that do not meet these requirements will not be reviewed.**
8. The application should reference the department's most recent Program Efficacy and current EMP. **Requests must be supported by data.** It is worth noting that stronger requests typically incorporate data into more than one response on the application. Requests for additional data must be made to the research office no later than September 26, 2014.
9. Provide the page number(s) for Program Efficacy so that the committee can quickly locate more detailed information.
10. Contact Sheri Lillard (x8646, slillard@valleycollege.edu), or Ed Millican (x8587, emillica@sbccd.cc.ca.us) if you have any questions or would like to make an appointment for assistance with your EMP or Needs requests. Your representatives to the Program Review committee (or any committee member) can also assist you on an individual basis.