

Santiago Canyon College Resource Request Form

Please submit a separate Santiago Canyon College Resource Request Form for each request you make. Therefore, if you are requesting two new positions, you should complete two Santiago Canyon College Resource Request Forms.

This request is for prioritization for the upcoming fiscal year, and it will be eligible for available funding from July 1st to June 30th.

1. **RESOURCE REQUEST (RR) TITLE:** *(16) Whiteboards for D-Classrooms (2 per classroom/8 classrooms)*
2. **REQUESTOR NAME/GROUP:** *Alicia Frost/SCC Mathematics Department*
3. **REQUESTOR PHONE:** *714-628-4929*
4. **REASON FOR REQUEST (Please provide a brief narrative explaining why you are making this request as well as the immediate and/or long term impact this request will have on your program or in your area.):**

The D-building classrooms were recently renovated. New smaller whiteboard were installed without our knowledge during the renovation. After teaching in these rooms, we found the smaller whiteboard were not large enough to write an adequate amount of material while projecting material in the middle board. This resource will have an immediate and long term impact on the quality of teaching that our department provides. Providing clear, legible lectures is critical to student understanding.

5. **RESOURCE REQUEST TOTAL COST (Please provide supporting cost documentation for this resource request):**

One time cost: \$ 16,000 Ongoing (annual) cost: \$ _____

Total one time and ongoing cost: \$ _____

6. **RESOURCE REQUEST (RR) DESTINATION (See [Resource Request Process Flowchart](#)):**

Joint Chairs Safety Committee Technology Committee Facilities Committee
 VP Academic Affairs VP Student Services VP Administrative Services VP Continuing Education

7. **IS THIS RESOURCE REQUEST:**

Legally Mandated? Legally Mandated is defined as that which is required to be in compliance with federal, state, or local laws and regulations. Yes No

If yes, please provide explanation:

A Replacement Need? Yes No

If yes, please provide explanation: *The existing smaller whiteboards around the middle projector space do not have a sufficient amount of writing area.*

Addressing a known or new Safety Need? A Safety Need is defined as a resource that will eliminate or prevent hazards to person or property. Yes No

If yes, please provide explanation:

8. WHEN WAS THE FIRST TIME THAT YOU SUBMITTED THIS RESOURCE REQUEST (i.e. in a DPP, Program Review, or Prioritization Request?)

FALL SPRING YEAR 2016

9. HOW DOES THIS REQUEST SUPPORT [SANTIAGO CANYON COLLEGE'S MISSION](#)?

By maintaining quality and useable equipment in our classrooms, we will “*foster student success*” and are “*committed to maintaining standards of excellence and providing accessible, transferable, and engaging education.*”

10. LIST ALL SCC GOALS THAT THIS REQUEST SUPPORTS. (See [Educational Master Planning Document](#))

SCC Goal #4: *Promote a college identity of high quality, academic excellence, and personalized education.*

SCC Goal #5: *Support faculty in offering high quality instruction to students in the classroom and online.*

SCC Goal #7: *Maintain the facilities infrastructure.*

11. SELECT ONE OF THE SCC GOALS THAT YOU FEEL MOST RELEVANT TO YOUR RESOURCE REQUEST AND PROVIDE AN EXPLANATION AS TO HOW YOUR REQUEST SUPPORTS THE SELECTED [GOAL](#):

SCC Goal #7: *Maintain the facilities infrastructure.*

Whiteboards (2 smaller boards around the middle projector space) in the D-building are too small and do not provide sufficient writing space. By maintaining the facilities, we are able to continue to provide high quality instruction in our classrooms.

12. LIST ANY [TECHNOLOGY MASTER PLAN](#) GOALS THAT THIS RESOURCE REQUEST SUPPORTS.

Goal: Teaching: *Whiteboards that provide sufficient writing space are essential to promoting a high quality learning environment.*

Revised 4 May 2016

FOR VICE PRESIDENT USE ONLY (PLEASE CHECK ONE): ___ INSTRUCTIONAL SUPPLIES ___ NONINSTRUCTIONAL SUPPLIES ___ INSTRUCTIONAL EQUIPMENT ___ NONINSTRUCTIONAL EQUIPMENT ___ PERSONNEL ___ INSTRUCTIONAL TECHNOLOGY ___ NONINSTRUCTIONAL TECHNOLOGY ___ CONTRACT SERVICES ___ FACILITIES

13. LIST ANY FACILITIES MASTER PLAN PRIORITIES THAT THIS RESOURCE REQUEST SUPPORTS.

Maximize functional space

- *Renovate facilities*
- *Address program needs*

14. IF YOU COMPLETE A YEARLY DEPARTMENT PLANNING PORTFOLIO (DPP), PROVIDE EVIDENCE THAT THIS RESOURCE REQUEST IS IN YOUR UNIT'S DPP. CUT AND PASTE THE SPECIFIC AREAS FROM THE DPP THAT RELATE DIRECTLY TO THIS REQUEST.

This is stated in our Math Department DPP as "Replace old, scratched and hard to erase whiteboards. When the D-building was renovated the math department was not consulted with as to the smaller whiteboards installed.

15. PROVIDE EVIDENCE THAT THIS RESOURCE REQUEST IS IN YOUR PROGRAM REVIEW. CUT AND PASTE THE SPECIFIC AREAS FROM THE PROGRAM REVIEW THAT RELATE DIRECTLY TO THIS REQUEST.

Part VII #2: The math program does not have need for extensive equipment, supplies, and materials. If there is some small need to be filled, the division will usually supply the item, or the department will approve the use of our textbook sample fund.

Any large or long-term needs are addressed through the Departmental Planning Portfolio, followed by the division and college budget prioritization schema.

16. IF YOU COMPLETE OUTCOMES ASSESSMENT, CUT AND PASTE THE EVIDENCE FROM YOUR SUBMITTED OUTCOMES ASSESSMENT REPORTS THAT RELATE DIRECTLY TO THIS REQUEST AND PROVIDE A RELATED EXPLANATION OF HOW THE DATA SUPPORTS YOUR REQUEST.

Although we do not complete outcomes directly tied to whiteboards, the whiteboards are critical to deliver material that is directly related to concepts that are assessed on every SLO, in every math course.

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