

## **Program Review Facilities Request Guide**

This guide outlines the criteria the Facilities Operation Group and the Budget Resource Committee will use to evaluate your resource requests. Please answer all requested questions accordingly.

### **Criticality: Impact on the Learning or Operating Environment**

In a few sentences explain how critical this request is to your program's goals. How does this request improve the environment as it relates to increased access or productivity? Does it resolve a compliance, structural or environmental systems deficiency?

### **Costs/Benefits**

Please describe how this request will benefit your program. For example, if your program is an academic department how many courses will use the resource and how many students will utilize this resource over the course of a semester? If your program is a Student Success program, what percentage of your students will benefit from this resource? If your program is under Business and Administrative Services, what uses will the request fulfill?

### **Sustainability/Recurring Costs**

What kind of ongoing maintenance costs does this request require? If your request requires ongoing maintenance costs, what funding source have you identified to cover these costs?

### **Innovation**

How does this request improve the current learning environment, campus services or operating conditions on campus?

## Ventura College – Program Review Process

### Facilities Request Ranking Rubric 2019-20

Initiative ID:

Initiative Title:

Program:

Division:

Rater:

Date:

Trait	Low (1 point)	Medium (2 or 3 points)	High (4 or 5 points)	Weight	Score
<b>Division's Program Review Ranking</b>	Low	Medium	High	2	
<b>Age of Initiative</b>	First year requested	Requested last year	Requested multiple years	1	
<b>Criticality Impact on the Learning or Operating Environment</b>	Aesthetics or reorganization accommodation renovations.	Significantly improves the environment. Increases access or productivity.	Resolves major compliance, structural or environmental systems deficiencies.	2	
<b>Costs/Benefits</b>	High costs to expected benefits.	Normal costs to expected benefits.	Low costs to expected benefits.	1	
<b>Sustainability Recurring Costs</b>	Requires a substantial additional maintenance budget.	Requires some additional maintenance budget.	Maintenance costs are already budgeted.	1	
<b>Innovation</b>	Maintains the status quo.	Integrates or optimizes existing facilities.	Significantly improves the current learning, services, or operating environment.	1	
			<b>Total Score</b>		