LOS MEDANOS COLLEGE

Resource Allocation Process (RAP)
Reporting/Assessment Form for FY 2013-14 Allocations

Following the External Evaluation Team Visit in October 2014, ACCJC identified two areas of deficiency in meeting Accreditation Standards and one area of practice for which attention is needed. The latter, College Recommendation 2, states:

> *In order to improve the effectiveness of its resource allocation process, the team recommends that the College close the loop by systematically assessing the effective use of financial resources allocated through the Resource Allocation Process, and use the results of the assessment as the basis for institutional improvement. (Standards III.D.1.a; III.D.4)*

To address this, and as part of the response to be submitted in its Follow-Up Report to the Commission, Los Medanos College is taking steps to improve the effectiveness of the Resource Allocation Process (RAP). The Recommendation Response Team, as directed by LMC's Accreditation Steering Committee, developed an evaluation process and form intended to "close the loop" by: 1) connecting project outcomes to objectives identified in the RAP request; 2) reviewing relevant data; and 3) identifying linkages between each resource allocation and its impact on the program, College goals, institutional effectiveness, and/or student success. The assessment process has been designed as a multi-year cycle, taking into account time for resource allocation, project implementation, and outcome evaluation:

RAP REQUESTS FOR FY 2013-14			
Resources Requested	**Funding Notifications**	**Resources Received/ Project Implemented**	**Impact of Resources Assessed/Reported**
February 25, 2013 (Spring 2013)	May 24 & September 19, 2013 (Spring & Fall 2013)	July 1, 2013 – June 30, 2014 (Fall 2013 – Fall 2014)	April 24, 2015 (Spring 2015)

IMPORTANT INFO:
- ➢ **Use one form for each proposal/project**
- ➢ **Completed forms are due to the LMC Business Office by 5:00 p.m. on Friday, April 24, 2015.**

SECTION A – REQUEST OVERVIEW

Type of request being evaluated:
- ☐ **Permanent Classified Staffing**
- ☐ **Program Improvement & Development**
- ☐ **Program Maintenance**

Project (Objective)/Request Title: _____

Department/Unit/Team: _____

Originally Submitted by: _____ *(Name)* _____ *(Extension)* _____ *(Date)*

Date Request Submitted: _____ *(ex: Spring 2013 or Feb. 2013)*

Amount/Type of Budget Requested = _____ *(ex: $50,000/on-going)*

Amount/Type of Budget Allocated = _____ *(ex: $40,000/one-time)*

Date Funds Allocated: _____ *(September 2013)*

SECTION B – OUTCOMES & IMPROVEMENTS *(see Sections C & D submitted in original RAP Proposal)*

Provide a description of the program-level and/or institutional improvements resulting from RAP funding for this project/position, including:
1) **Clear details about progress achieved toward project objectives and/or the impact made on the program (e.g. a listing of program improvements/enhancements);**

_____
_____
_____
_____
_____
_____
_____
_____

2) Any research data (quantitative/qualitative) that demonstrate the impact/outcomes of the RAP funds;

SAMPLE RESPONSES:

- o *Insufficient response – "Our department hired someone to fill the new classified position."*
- o *Relevant **quantitative** data – "As a result of filling a new classified position, our program is now able to support 100 additional students in the lab each week."*
- o *Relevant **qualitative** data – "By using the external shredding service, confidential documents are now secured and the potential for any security breach has been significantly reduced."*

_____

_____

_____

_____

_____

_____

_____

3) Examples of how the funding of this project/position has contributed to the achievement of department goals and/or College strategic directions;

_____

_____

_____

_____

_____

_____

_____

4) Example(s) of the way(s) this funding has: a) enhanced student success; b) improved institutional effectiveness; or c) achieved Program Review objectives;

_____

_____

_____

_____

_____

_____

_____

5) An explanation/reason for any challenges encountered, if no/different improvements were achieved.

_____

_____

_____

_____

_____

_____

_____