

Non-Instructional Program Review- Annual Update Template

Service Area/Administrative Unit

Non-Instructional Program Name: Teaching and Learning Support Center

Academic Year: 2023-2024

Name(s) of Submitter(s): Bryan Asdel, Crystal Tafoya, Malina Ramos, Persephone Belle

Annual Update #1 #2

**Note: An Annual Update must be submitted each year that a Program Review is not submitted.*

I. Progress on Goals and Outcomes (SAOs/AUOs)

A) List the 2-3 goals and related outcomes for your unit:

(These should be carried forward from your full Program Review, or from your Annual Update #1 if revised since your full Program Review)

1. GOAL #1

Increase TLSC usage 100% in 1 year (by end of Fall 2023)

Expected Service Area Outcome/Administrative Unit Outcome

Survey faculty on how many recommend TLSC services to students, with a goal of at least 66% of full-time faculty and 50% of part-time faculty having recommended services on a semesterly basis. Amount of students utilizing tutorial services will be at least 18% of total student enrollment by Spring 2024.

2. GOAL #2

2.1: Fully establish writing, math, and ESL Success Centers by beginning of Spring 2023

2.2: Integrate VR into Academic Support experience.

Expected Service Area Outcome/Administrative Unit Outcome

2.1: Job descriptions created and approved. Success Center pages online and accessible to students. Evaluate tutors semesterly and, based on CRLA certification, come up with criteria for evaluations. Continue to refine CRLA and discipline-specific tutor training on semesterly basis. Faculty involvement at 66% for full time and 50% for part-time, measured by amount of faculty who say they share TLSC announcements in class or Canvas shell.

2.2: Student increase in use of VR by faculty recommendation, and faculty utilizing VR in classroom setting. Identify at least 5 programs in different disciplines that can be utilized in classroom/learning center setting that yield faculty approval and curriculum integration. Programs purchased and utilized on a regular, recurring basis.

3. GOAL #3

3.1: Utilize data to understand and target specific student populations, and provide evidence of tutoring efficacy.

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3.2: Establish regular, semesterly embedded tutoring program beginning Spring 2023, with over 25 classes embedded a semester by beginning of Spring 2024.

Expected Service Area Outcome/Administrative Unit Outcome

3.1: By the end of Spring 2024 end, acquire 3 years' worth of data for analysis. Integrity of data verified and with little margin of error.

3.2: Feedback Form utilized in embedded tutoring program. Training on embedded tutoring is provided semesterly to tutors and faculty. Increase in use of embedded tutoring and, in embedded classes, an increase in student success.

B) Have any goals been completed or discontinued?

If yes, please list the goal and whether it has been completed or discontinued; if discontinued, please explain why.

Yes No

Part of Goal 2.1 and the entirety of Goal 2.2 has been discontinued. ESL Success Center has been discontinued due to low enrollment in the ESL program. In its place, we currently assist ESL students through a process of connecting walk-in ESL students with the correct persons and resources across campus by acting as a “frontline” for ESL student support. Writing and Math Centers have been established.

Goal 2.2 has been discontinued due to a lack of staffing and reassessment of student needs in terms of technology.

Goals 1, 3.1, and 3.2 are being discontinued and consolidated into New Goals 1 and 2 in order to make area mission and goals more manageable.

C) Discuss the actions/strategies related to each goal and your progress on each of these. If you have not begun an(y) action/strategy, please list why.

1. GOAL #1 Action/Strategies

Actions and strategies: Send out semesterly emails, utilize Canvas universal announcement tool, and leverage best practice and all division as platforms for spreading and repeating information as ongoing developments continue. Utilize previously mentioned forms of communication to establish clear protocol for appointment making. Utilize strategic and regular messaging that highlights positive social norms, reinforces the message that good academic standing is necessary for financial aid eligibility, emphasize peer testimonials, and reference student and faculty success stories, among other components.

Discuss any progress on Action/Strategies.

Outreach Calls & Emails provided to at-risk students on a semesterly basis.

Regular Canvas posts provided on a weekly basis advertising faculty-led workshops and other outreach events.

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Best Practice and All-division updates provided at least once a semester. Topics covered include embedded tutoring best practices and regular updates.

Participation in outreach events has included job fairs, week of welcome, local high schools, among others.

Created and Held Mini Events such as coffee and donuts with a tutor, Fuel Up For Finals, scavenger hunts for BCC swag and more to increase student engagement and positive engagement with tutorial services.

TLSC Faculty Coordinator hired to bridge communication gap between TLSC Staff and Faculty.

Reintroduction of Faculty-led Workshops, two minimum per faculty member being held each semester.

Technical Skills Orientations ongoing during opening weeks of each 9-week semester

Protocol for appointment making being reevaluated with launch of SARS

Continue to maintain a diverse team of staff and tutors

One-on-one interaction with students encouraging good academic standing

Peer testimonial in CRLA Institutional Certification, included in press release provided to community and college

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

Using Stats Cranium Café + Sars. Calendar Event Tracking. Number of communications sent out on semesterly basis.

2. GOAL #2 Action/Strategies

Goal 2.1: Functional DLAs for each success center, extracurricular resources for students embedded in centers, and tutors should be accessible to students. Increase TLSC faculty in-person staffing, create a level 2 tutor job description, and reevaluate pay for level 1 and level 2 tutors by end of Summer 2023. Continue administering CRLA training yearly and refining content in collaboration with Faculty Academic Support Coordinator. Utilize Faculty Academic Support Coordinator to leverage faculty relationships and improve usage of available math and writing center resources.

Goal 2.2: Advertise VR to faculty, holding semesterly open house for demonstration, appealing across disciplines. Utilize tutors, staff, and TLSC faculty to help identify useful VR tools for cross-disciplinary academic use. When planning TLSC budget, earmark funds for VR purchases after finding an estimate on faculty preapproved apps.

Discuss any progress on Action/Strategies

Goal 2.1:

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DLA's created for Math, Writing, and Science centers and fully functional

Canvas pages embedded into TLSC Canvas shell for Math, Writing Center, and Science centers include educational resources

Tutor CRLA Training has taught tutors fundamental skills and provided hands-on experience to improve efficacy of tutoring and understanding of tutorial strategies.

Increased TLSC Faculty scheduled hours to 9-5PM M-T and expanded services to increase online availability.

Created Professional Tutor job description and rewrote level 1 job description for tutors.

Evaluated job market and determined that tutors are currently underpaid.

Associate Dean of Academic Support Services attended CRLA summer institute to develop and increase capacity for detailed tutorial training sessions.

Developed CRLA lesson plans and diversified activities to increase tutor concept retention.

Faculty Coordinator sent out semesterly emails to Faculty on TLSC services.

Goal 2.2:

Applied and accepted into VREdu program.

Spoke with tutors, staff, and faculty about optimal strategies for VR.

Goal 2.2 discontinued due to lack of resources and staffing, as well as reassessment of current needs.

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

Goal 2.1: Number of resources created and published on canvas, amount of TLSC Faculty Hours increased, Math and Writing Center usage data, several DLAs created and being utilized by students.

Goal 2.2: Acquisition and usage of VR Technology. Goal Discontinued.

3. GOAL #3 Action/Strategies

Goal 3.1: Acquire SARS in reasonable time and begin gathering data by Spring 2023 after proper training is provided to ensure data integrity. One pre-roll out training and weekly/monthly training follow ups. Establish and utilize physical system for cross referencing appointments to verify accuracy of electronic data.

Goal 3.2: Create and establish forms with faculty feedback and buy-in. TLSC faculty members knowledgeable in embedded tutoring tenets. Utilize flyers, emails, Canvas, meetings, and other methods of communication to clarify what embedded tutoring is and its benefits.

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Discuss any progress on Action/Strategies

Goal 3.1:

SARS implementation started, completed by Fall 2023
TLSC Staff and Faculty completed SARS training
Data tracking and reason codes developed
Physical system implemented to verify accuracy of electronic data.

Goal 3.2:

Created embedded tutor follow-up survey form, needs distribution.
No progress informing TLSC faculty members regarding embedded tutoring due to challenges in hiring tutors in timely manner
Embedded tutoring presentation given at Best Practice meeting, emails sent. Other communication methods in progress.

Briefly explain how you have been measuring the goal and any notable indicators of forward progress.

Goal 3.1: Monitoring of data gathered by SARS beginning Fall 2023, regular review of quantity and quality of reason codes, implementation and utilization of SARS by staff, faculty, and tutors

Goal 3.2: Will distribute post-embedded tutor survey, tracking of the number of classes with embedded tutors

D) List any resources you are requesting for each goal.

1. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

Old Goals 1, 2.1, 2.2, 3.1, and 3.2 are being discontinued and restructured into New Goals 1 and 2 for consolidation and ease of tracking progress clearly. Resource requests will be listed under New Goals.

2. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

Click or tap here to enter text.

3. Goal 1 Goal 2 Goal 3

Please list the resource and how it relates to the goal.

Click or tap here to enter text.

II. New Goals (optional)

This section is optional and should be used to replace a completed or discontinued goal OR if a new goal has become necessary for the service area or administrative unit.

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A. NEW GOAL #1

Goal #1: Strengthen TLSC staff and tutoring services and resources to accommodate increased demand and programming.

Expected Service Area Outcome/Administrative Unit Outcome

Beginning the 2023-2024 academic year, the TLSC will demonstrate an increase in staffing and appropriate expansion of services through the 2024-2025 school year, to include the implementation of the new Student Success Centers, increased supports provided for the current CTE and Concurrent Enrollment Program, increased supports for ESL students, the expansion of the grade 6-12 Tutoring program to satellite campuses, the enriching and regular conduct of the Athletic Study Hall, the reevaluation of the Technology Loan Program, and a creation of a dedicated Technology Help Desk.

1. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 3: Build Community

Strategic Priority 4: Achieve Sustainable Excellence in all Operations

2. Relationship to Guided Pathways

- Clarify the Path
- Entering the Path
- Staying on the Path
- Support Learning

3. Please list actions/strategies for achieving this goal/outcome.

Creation of a timeline/masterplan for implementation or reevaluation of the forementioned programs in New Goal #1 SAOs. Continue to develop and secure resources such as hiring coordinator and increasing duties of LSSS position to continue to establish and strengthen student success centers, increase collaboration with CTE department to support concurrent enrollment students, continue expansion of grade 6-12 tutoring program through increased staffing and tutoring support, for athletic study hall and other supports.

4. Briefly explain how you will measure the goal/outcome.

Set quantitative measures for each program, collect student feedback, utilize SARS Grid centralized data collection, number of tutoring sessions, creation of and attendance at Success Centers, CTE and Dual Enrollment Program success rates, grade 6-12 tutoring program satellite programs, athletic study hall attendance and success rates, technology

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help desk inquiries.

5. Please list resources (if any) that will be needed to achieve the goal/outcome.

Academic Support Services Coordinator position
Changes to TLSC staff job description to support increased outreach, services, and programming
CRLA (College Reading & Learning Association) recertification funds
Outreach and marketing funds
Professional development funds for faculty and staff

B. NEW GOAL #2

Goal #2: Improve TLSC infrastructure and facilities.

Expected Service Area Outcome/Administrative Unit Outcome

Beginning the 2023-2024 academic year, and by the end of the 2024-2025 school year, the TLSC will see a baseline increase in student usage of at least 50% and gather data and feedback related to student satisfaction in consideration of the upgraded infrastructure and facilities, with the aim of solicited feedback reflecting a more conducive and welcoming environment that promotes student engagement and increased academic success.

6. Alignment to BCC Strategic Priority (*Select at least one but choose all that apply*)

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 3: Build Community

Strategic Priority 4: Achieve Sustainable Excellence in all Operations

7. Relationship to Guided Pathways

- Clarify the Path
- Entering the Path
- Staying on the Path
- Support Learning

8. Please list actions/strategies for achieving this goal/outcome.

Conduct comprehensive needs assessment of current TLSC infrastructure and identify areas for improvement, gather feedback from students, staff, and faculty, update and create comfortable learning areas, invest in modern technology which is ADA compliant, and

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design spaces that are safe, student-centric, and conducive to learning.

9. Briefly explain how you will measure the goal/outcome.
Student, staff, and faculty satisfaction surveys in relationship to facilities and overall satisfaction of services, TLSC usage data, focus groups and interviews, accessibility assessment.

 10. Please list resources (if any) that will be needed to achieve the goal/outcome.
ADA compliance evaluation of area and any necessary upgrades to building for compliance purposes
Shredder for purposes of security and FERPA compliance
New typing test software for increased accessibility and convenience
New loaner laptops and desktop computers that run efficiently and are conducive to stress-free learning, increasing student engagement and resources for increased student success rates
Hyflex room outfitted for faculty workshop purposes (L12) for increased student success opportunities and extracurricular accessibility
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III. Resource Requests:

What does the area need to meet its goals and objectives?

List all resources from Sections I.D and II.10 below.

If there was no room on the template to list all resources being requested for a single goal/objective, you may list additional resource requests here. Also list any resources required to implement planned improvements.

IMPORTANT: A BUDGET ALLOCATION PROPOSAL must be completed and submitted for **EACH** new resource requested.

Goal/ Outcome #	Resource Required	Estimated Cost	BAP Required? Yes or No	If no, indicate funding source
1	LRC Coordinator Position	\$87,000	yes	
1	LSSS Job Description Change	\$18,000	Yes	
2	New Typing Test Software	\$350	Yes	Click or tap here to enter text.
1	Ongoing CRLA Membership	\$400	Yes	Click or tap here to enter text.
2	Outreach, Marketing and Material	\$1,500	Yes	Click or tap here to enter text.
1	Professional Development for Faculty and Staff	\$7,000	Yes	Click or tap here to enter text.
2	Shredder	\$300	Yes	

BUDGET ALLOCATION PROPOSAL

Date: <u>07/18/2023</u>		Originator: <u>Bryan Asdel</u>	
Program or Department Name: <u>Teaching and Learning Support Center</u>			
Dean/Vice President/Supervisor: _____			
What are you requesting? (<i>Brief</i>)		<u>Changes to Learning Support Services Job Description</u>	
Amount Requested: <u>\$18,000</u>	<input type="checkbox"/> One-time Funding	<input checked="" type="checkbox"/> Ongoing Funding	
Funding Source (if known): _____			
REQUEST TYPE:			
<input checked="" type="checkbox"/> Personnel/Staffing <small>Complete <i>Personnel/Staffing</i> section below</small> <input type="checkbox"/> OTHER	<input type="checkbox"/> Technology Resource <small>Complete <i>Technology</i> section below</small>	<input type="checkbox"/> Facilities Resource <small>Complete <i>Facilities</i> section below</small>	<input type="checkbox"/> Professional Development <small>Complete <i>Professional Development</i> section below</small>

PERSONNEL/STAFFING REQUEST			
Is the position request for:	<input type="checkbox"/> Faculty	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Management/Confidential
Is the position requested:	<input checked="" type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties)		
	<input type="checkbox"/> An existing classification	Official Job Title:	<u>Academic Support Services and Outreach Specialist</u>
Is the position requested:	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time:	<u>12</u> Months/Year <u>40</u> Hours/Week

TECHNOLOGY RESOURCE REQUEST			
Indicate the category of the request:			
<input type="checkbox"/> Hardware	<input type="checkbox"/> Software	<input type="checkbox"/> Printer/Copier	<input type="checkbox"/> Network
<input type="checkbox"/> Audio-Visual	<input type="checkbox"/> License/Maintenance		
Indicate the intended users:			
<input type="checkbox"/> Students	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Is training required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain: _____
How will it be secured?	<input type="checkbox"/> Alarm	<input type="checkbox"/> Secure Room	<input type="checkbox"/> Secure Cabinet
	<input type="checkbox"/> Cable/Lock	<input type="checkbox"/> Password	
Have you completed and attached the Technology Assessment Form ?			

FACILITIES RESOURCE REQUEST			
Indicate the intended users:			
<input type="checkbox"/> Students	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Is maintenance required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Explain: _____

BUDGET ALLOCATION PROPOSAL

Date: <u>07/18/23</u>	Originator: <u>Bryan Asdel</u>		
Program or Department Name:	<u>Teaching and Learning Support Center</u>		
Dean/Vice President/Supervisor:	<u>Bryan Asdel</u>		
What are you requesting? (<i>Brief</i>)	<u>LRC Coordinator Position</u>		
Amount Requested: <u>\$87,000</u>	<input type="checkbox"/> One-time Funding	<input checked="" type="checkbox"/> Ongoing Funding	
Funding Source (if known):	_____		
REQUEST TYPE:			
<input checked="" type="checkbox"/> Personnel/Staffing <small>Complete <i>Personnel/Staffing</i> section below</small> <input type="checkbox"/> OTHER	<input type="checkbox"/> Technology Resource <small>Complete <i>Technology</i> section below</small>	<input type="checkbox"/> Facilities Resource <small>Complete <i>Facilities</i> section below</small>	<input type="checkbox"/> Professional Development <small>Complete <i>Professional Development</i> section below</small>

PERSONNEL/STAFFING REQUEST	
Is the position request for:	<input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Management/Confidential
Is the position requested:	<input checked="" type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties) <input type="checkbox"/> An existing classification Official Job Title: <u>Learning Resource Center Coordinator</u>
Is the position requested:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time: <u>12</u> Months/Year <u>40</u> Hours/Week

TECHNOLOGY RESOURCE REQUEST	
Indicate the category of the request:	
<input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Printer/Copier <input type="checkbox"/> Network <input type="checkbox"/> Audio-Visual <input type="checkbox"/> License/Maintenance	
Indicate the intended users:	
<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other	
Is training required? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____	
How will it be secured? <input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input type="checkbox"/> Password	
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FACILITIES RESOURCE REQUEST	
Indicate the intended users:	
<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other	
Is maintenance required? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____	

BUDGET ALLOCATION PROPOSAL

Date: _____	Originator: <u>Bryan Asdel</u>		
Program or Department Name:	<u>Teaching and Learning Support Center</u>		
Dean/Vice President/Supervisor:	<u>Bryan Asdel</u>		
What are you requesting? (Brief) <u>New Typing Test Software</u>			
Amount Requested: <u>\$350</u>	<input type="checkbox"/> One-time Funding	<input checked="" type="checkbox"/> Ongoing Funding	
Funding Source (if known): _____			
REQUEST TYPE:			
<input type="checkbox"/> Personnel/Staffing <small>Complete <i>Personnel/Staffing</i> section below</small> <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/> Technology Resource <small>Complete <i>Technology</i> section below</small>	<input type="checkbox"/> Facilities Resource <small>Complete <i>Facilities</i> section below</small>	<input type="checkbox"/> Professional Development <small>Complete <i>Professional Development</i> section below</small>

PERSONNEL/STAFFING REQUEST	
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Is the position requested:	<input type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties) <input type="checkbox"/> An existing classification <i>Official Job Title:</i> _____
Is the position requested:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time: _____ Months/Year _____ Hours/Week

TECHNOLOGY RESOURCE REQUEST	
Indicate the category of the request:	
<input type="checkbox"/> Hardware <input checked="" type="checkbox"/> Software <input type="checkbox"/> Printer/Copier <input type="checkbox"/> Network <input type="checkbox"/> Audio-Visual <input checked="" type="checkbox"/> License/Maintenance	
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Is training required? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____	
How will it be secured? <input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input checked="" type="checkbox"/> Password	
Have you completed and attached the Technology Assessment Form ?	

FACILITIES RESOURCE REQUEST	
Indicate the intended users:	
<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other	
Is maintenance required? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____	

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Date: _____	Originator: <u>Bryan Asdel</u>		
Program or Department Name:	<u>Teaching and Learning Support Center</u>		
Dean/Vice President/Supervisor:	<u>Bryan Asdel</u>		
What are you requesting? (Brief) <u>Ongoing CRLA Membership Fee</u>			
Amount Requested: <u>\$400</u>	<input type="checkbox"/> One-time Funding	<input type="checkbox"/> Ongoing Funding	
Funding Source (if known): _____			
REQUEST TYPE:			
<input type="checkbox"/> Personnel/Staffing <small>Complete <i>Personnel/Staffing</i> section below</small> <input type="checkbox"/> OTHER	<input type="checkbox"/> Technology Resource <small>Complete <i>Technology</i> section below</small>	<input type="checkbox"/> Facilities Resource <small>Complete <i>Facilities</i> section below</small>	<input type="checkbox"/> Professional Development <small>Complete <i>Professional Development</i> section below</small>

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Indicate the intended users:	
<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other	
Is maintenance required? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____	

BUDGET ALLOCATION PROPOSAL

Date: _____	Originator: <u>Bryan Asdel</u>		
Program or Department Name:	<u>Teaching and Learning Support Center</u>		
Dean/Vice President/Supervisor:	<u>Bryan Asdel</u>		
What are you requesting? (<i>Brief</i>)	<u>Outreach, Marketing and Material</u>		
Amount Requested: <u>\$1,500</u>	<input type="checkbox"/> One-time Funding <input type="checkbox"/> Ongoing Funding		
Funding Source (if known):	_____		
REQUEST TYPE:			
<input type="checkbox"/> Personnel/Staffing <small>Complete <i>Personnel/Staffing</i> section below</small> <input type="checkbox"/> OTHER	<input type="checkbox"/> Technology Resource <small>Complete <i>Technology</i> section below</small>	<input type="checkbox"/> Facilities Resource <small>Complete <i>Facilities</i> section below</small>	<input type="checkbox"/> Professional Development <small>Complete <i>Professional Development</i> section below</small>

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Have you completed and attached the Technology Assessment Form ?	

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Indicate the intended users:	<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other
Is maintenance required?	<input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____

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Program or Department Name:	<u>Teaching and Learning Support Center</u>		
Dean/Vice President/Supervisor:	<u>Bryan Asdel</u>		
What are you requesting? (<i>Brief</i>)	<u>Professional Development for Faculty and Staff</u>		
Amount Requested: <u>\$7,000</u>	<input type="checkbox"/> One-time Funding	<input checked="" type="checkbox"/> Ongoing Funding	
Funding Source (if known):	_____		
REQUEST TYPE:			
<input type="checkbox"/> Personnel/Staffing <small>Complete <i>Personnel/Staffing</i> section below</small> <input type="checkbox"/> OTHER	<input type="checkbox"/> Technology Resource <small>Complete <i>Technology</i> section below</small>	<input type="checkbox"/> Facilities Resource <small>Complete <i>Facilities</i> section below</small>	<input checked="" type="checkbox"/> Professional Development <small>Complete <i>Professional Development</i> section below</small>

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Is the position requested:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time: _____ Months/Year _____ Hours/Week

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Indicate the intended users:	<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other
Is training required?	<input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____
How will it be secured?	<input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input type="checkbox"/> Password
Have you completed and attached the Technology Assessment Form ?	

FACILITIES RESOURCE REQUEST	
Indicate the intended users:	<input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other
Is maintenance required?	<input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____

BUDGET ALLOCATION PROPOSAL

Date: _____	Originator: <u>Bryan Asdel</u>		
Program or Department Name:	<u>Teaching and Learning Support Center</u>		
Dean/Vice President/Supervisor:	<u>Bryan Asdel</u>		
What are you requesting? (<i>Brief</i>)	<u>New Shredder</u>		
Amount Requested: <u>\$300</u>	<input checked="" type="checkbox"/> One-time Funding	<input type="checkbox"/> Ongoing Funding	
Funding Source (if known):	_____		
REQUEST TYPE:			
<input type="checkbox"/> Personnel/Staffing <small>Complete <i>Personnel/Staffing</i> section below</small> <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/> Technology Resource <small>Complete <i>Technology</i> section below</small>	<input checked="" type="checkbox"/> Facilities Resource <small>Complete <i>Facilities</i> section below</small>	<input type="checkbox"/> Professional Development <small>Complete <i>Professional Development</i> section below</small>

PERSONNEL/STAFFING REQUEST	
Is the position request for:	<input type="checkbox"/> Faculty <input type="checkbox"/> Classified <input type="checkbox"/> Management/Confidential
Is the position requested:	<input type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties) <input type="checkbox"/> An existing classification <i>Official Job Title:</i> _____
Is the position requested:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time: _____ Months/Year _____ Hours/Week

TECHNOLOGY RESOURCE REQUEST	
Indicate the category of the request:	<input checked="" type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Printer/Copier <input type="checkbox"/> Network <input type="checkbox"/> Audio-Visual <input type="checkbox"/> License/Maintenance
Indicate the intended users:	<input type="checkbox"/> Students <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other
Is training required?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____
How will it be secured?	<input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input type="checkbox"/> Password
Have you completed and attached the Technology Assessment Form ?	

FACILITIES RESOURCE REQUEST	
Indicate the intended users:	<input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other
Is maintenance required?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____

