

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, September 1, 2015 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Ramsey, McMahon, Hubbard, Allen, & Light

Attendees: Beitey, Jacobson, Ascione, Irvin, & Miramontez

- A. Approval of the Agenda
- B. Approval of Previous Minutes
- C. Guests/Introductions
- D. Updates from the Chancellor's Cabinet
- E. New Business

#	Item	*Strategic Goals	Initiator
1	Administrative Services & Student Services Program Review Templates (attachments)	1	Miramontez, Bell, & Guevarra
2	Instructional Support Program Review Template	1, 2, & 3	Miramontez
3	Performing Arts Center Capital Campaign	1	Ascione
4	2015-16 BSI Action Plan	1	Ascione

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Accreditation (attachment)	1	Miramontez

G. Place Holders

#	Item	*Strategic Goals	Initiator
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H. Reports

(Please limit each following report to two minutes maximum. If you have any handouts, please e-mail them to Briele Warren ahead of time to be included for distribution electronically).

- Academic Senate
- Classified Senate
- Associated Student Council
- District Governance Council
- District Strategic Planning Committee
- District Budget Committee
- College Governance Committee

I. Announcements

J. Adjourn

As a courtesy, please let the College and Academic Senate Presidents know if you will be unable to attend the meeting.

*** San Diego Miramar College 2013 – 2019 Strategic Goals**

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

Please also see <http://www.sdmiramar.edu/institution/plan> for **San Diego Miramar College 2013-2019 Strategic Plan**

Administrative Services Assessment Workspace

Budget and Purchasing Support

**Created on: 03/04/2014 06:11:00 PM EST
Last Modified: 03/06/2015 11:29:06 AM EST**

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General Information (Administrative Services Assessment Workspace)

Standing Requirements

Mission Statement

Administrative Services' Budget and Purchasing Support department provides fiscal assistance to faculty and staff in the areas of Budget Development, Financial Reporting, Purchasing and Travel for their management of campus programs.

Operational Outcomes

Budget and Purchasing Support Outcome Set

Outcome

Outcome

Mapping

Budget/Purchasing ASO #1

Institutional Student Learning Outcomes: ISLO 3.5

Provide exemplary budget management customer service to the campus community through training, timely and accurate financial reporting and accurate processing of expenditures.

Budget/Purchasing ASO #2

Institutional Student Learning Outcomes: ISLO 3.5

Provide courteous and accurate travel liaison support to campus community while ensuring compliance with district travel policies and procedures.

2013-2014 Assessment Cycle Training

Assessment Plan

Mission Statement

Administrative Services' Budget and Purchasing Support department provides fiscal assistance to faculty and staff in the areas of Budget Development, Financial Reporting, Purchasing and Travel for their management of campus programs.

Outcomes and Measures

Budget and Purchasing Support Outcome Set

Outcome

Budget/Purchasing ASO #1

Provide exemplary budget management customer service to the campus community through training, timely and accurate financial reporting and accurate processing of expenditures.

Measure: Budget/Purchasing ASO #1 Indirect - Survey

Details/Description: Develop a customer survey for management, faculty & staff on timeliness and accuracy of financial data, timeliness and accuracy of purchasing and expenditure processing, and understanding and accessibility of budgets in Web Advisor.

Acceptable Target: 80% of responders will be satisfied with budget/purchasing customer service provided and will clearly understand how to use Web Advisor.

Implementation Plan (timeline): Annually

Key/Responsible Personnel: Administrative Services Staff

Budget/Purchasing ASO #2

Provide courteous and accurate travel liaison support to campus community while ensuring compliance with district travel policies and procedures.

Measure: Budget/Purchasing ASO #2 Indirect - Survey

Details/Description: Develop a customer service survey for travelers on satisfaction of support in processing their Travel Requests (TR) & TR liquidation.

Acceptable Target: 80% of travelers will be satisfied with travel liaison customer service and understand district travel guidelines and policies.

Implementation Plan (timeline): Annually

Key/Responsible Personnel: Administrative Services Staff

Assessment Findings

Finding per Measure

Budget and Purchasing Support Outcome Set

Outcome

Budget/Purchasing ASO #1

Provide exemplary budget management customer service to the campus community through training, timely and accurate financial reporting and accurate processing of expenditures.

▼ **Measure:** Budget/Purchasing ASO #1
Indirect - Survey

Details/Description: Develop a customer survey for management, faculty & staff on timeliness and accuracy of financial data, timeliness and accuracy of purchasing and expenditure processing, and understanding and accessibility of budgets in Web Advisor.

Acceptable Target: 80% of responders will be satisfied with budget/purchasing customer service provided and will clearly understand how to use Web Advisor.

Implementation Plan (timeline): Annually

Key/Responsible Personnel: Administrative Services Staff

Findings for Budget/Purchasing ASO #1

Summary of Findings: Majority of the campus is not directly involved with the budget process or financial reporting. Those who requested financial reports received them timely and accurately. Campus employees are unaware of their budget numbers and funds available.

Results: Acceptable Target Achievement: Met

Recommendations : Need to establish an online chart of account budget resource for campus reference.

This Findings is associated with the following Actions:

Online resource

(Action Plan; 2013-2014 Assessment Cycle Training)

Budget/Purchasing ASO #2

Provide courteous and accurate travel liaison support to campus community while ensuring compliance with district travel policies and procedures.

▼ **Measure:** Budget/Purchasing ASO #2
Indirect - Survey

Details/Description: Develop a customer service survey for travelers on satisfaction of support in processing their Travel Requests (TR) & TR liquidation.

Acceptable Target: 80% of travelers will be satisfied with travel liaison customer service and understand district travel guidelines and policies.

Implementation Plan (timeline): Annually

Key/Responsible Personnel: Administrative Services Staff

Findings for Budget/Purchasing ASO #2

No Findings Added

Action Plan

Mission Statement

Administrative Services' Budget and Purchasing Support department provides fiscal assistance to faculty and staff in the areas of Budget Development, Financial Reporting, Purchasing and Travel for their management of campus programs.

Actions

Budget and Purchasing Support Outcome Set

Outcome

Budget/Purchasing ASO #1

Provide exemplary budget management customer service to the campus community through training, timely and accurate financial reporting and accurate processing of expenditures.

▼ **Action:** Online resource

This Action is associated with the following Findings

Findings for Budget/Purchasing ASO #1

(Assessment Plan and Assessment Findings; 2013-2014 Assessment Cycle Training)

Summary of Findings: Majority of the campus is not directly involved with the budget process or financial reporting. Those who requested financial reports received them timely and accurately. Campus employees are unaware of their budget numbers and funds available.

Action details: Develop simplified chart of account structure. Identify campus budgets. Place on campus website.

Implementation Plan (timeline): With the upcoming PeopleSoft conversation, implementation to commence in Fall 2015

Key/Responsible Personnel: Accounting Supervisor

Measures: Increased awareness of campus budgets.

Budget/Purchasing ASO #2

Provide courteous and accurate travel liaison support to campus community while ensuring compliance with district travel policies and procedures.

No actions specified

◆ **Status Report**

Action Statuses

Budget and Purchasing Support Outcome Set

Outcome

Budget/Purchasing ASO #1

Provide exemplary budget management customer service to the campus community through training, timely and accurate financial reporting and accurate processing of expenditures.

▼ **Action:** Online resource

Action details: Develop simplified chart of account structure. Identify campus budgets. Place on campus website.

Implementation Plan (timeline): With the upcoming PeopleSoft conversation, implementation to commence in Fall 2015

Key/Responsible Personnel: Accounting Supervisor

Measures: Increased awareness of campus budgets.

Status for Online resource

Current Status: In Progress

Additional information: Draft campus PeopleSoft Chart of Accounts has been provided to design team.

Next Steps: Finalize Chart of Accounts

**Budget/Purchasing
ASO #2**

No actions specified

Provide courteous and accurate travel liaison support to campus community while ensuring compliance with district travel policies and procedures.

2014-2015 Assessment Cycle

 **Assessment Plan**

 **Assessment Findings**

 **Action Plan**

 **Status Report**

2014-2015 Administrative Services Program Review

Budget and Purchasing Support

**Created on: 11/04/2014 06:19:00 PM EDT
Last Modified: 03/09/2015 01:16:06 PM EDT**

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General Information (2014-2015 Administrative Services Program Review)

Standing Requirements

Mission Statement

Administrative Services' Budget and Purchasing Support department provides fiscal assistance to faculty and staff in the areas of Budget Development, Financial Reporting, Purchasing and Travel for their management of campus programs.

Admin Services Program Scan

Budget Development - Accounting Supervisor received general fund unrestricted tentative and adopted budget models from the district Budget Office. The district Budget Office also provided the campus an Excel budget worksheet identifying GFU budget strings and associated contract salary and benefit totals. The Sr. Office Manager and Accounting Supervisor reconciled the salary and benefits data in the budget worksheet to the district database and the district budget model. Discrepancies were identified, resolved and balanced to budget model and adjusted on budget worksheet. The adjunct salaries and benefits budget was allocated based on FTE identified by VPI utilizing each school's program review. The 2014-15 Adopted discretionary budget increased \$36,160 from prior year due mainly to an increase in summer school and Public Safety In-Service FTES targets. After 3 budget cycles, discretionary budget has been restored to 2011-12 level. Discretionary budget worksheets were distributed to the President, Acting VPI/VPSS, and VPAS for allocation of funding. Completed worksheets were returned to Accounting Supervisor for inclusion in campus budget worksheet that was submitted to district budget office.

Accounting Supervisor worked with program managers, Acting VPI/VPSS and VPAS responsible for categorical and non-GFU budgets. Accounting Supervisor provided managers with campus budget worksheets, for each detail fund within their responsibility, which included ending balances, encumbrances, apportionment dollars and/or allocations from the district. Managers completed budget allocations/realignments for their programs and returned worksheets. Accounting Supervisor verified data, entered budget into District provided Excel budget worksheets, and emailed completed files to the appropriate District personnel for budget import into Colleague.

All GFU and non-GFU Tentative and Adopted budgets worksheets were completed and submitted by deadlines established by the District Budget Office. Campus GFU Adopted Budget books were printed and bound for distribution to President, VPI, VPSS and VPAS.

Completed 2014-15 Miramar College Adopted Budget summary worksheets that will be presented at a future BRDS committee meeting. Also prepared calculation of RFF funds allocation

Financial Reporting - In August 2014, Accounting Supervisor provided the Financial Aid Director the final Financial Aid and BFAP salary/benefits reports for completion of the 2013-14 BFAP Annual Report. Periodically throughout the fiscal year, MOE and detail fund reconciliations were provided for director's review. In August 2014, final financial data for completion of the 2013-14 ESL/Basic Skills Allocation End-of-Year Report was provided to the Dean of Liberal Arts who is overseeing Basic Skills in the absence of coordinator. The Matriculation/SSSP categorical fund expiration was extended to December 2014. The Year End Expenditure report will be due to State Chancellor's office in early 2015.

Accounting Technician provided monthly (or upon request) Adjunct/Hourly, Auxiliary, Co-curricular, and AFT Travel expenditure reports.

Accounting Supervisor provided Quarterly Grants Report to District Grants Coordinator by established deadlines.

Provided faculty and staff with training and/or assistance on Web Advisor as needed. Due to low interest in a formal classroom training, Accounting Supervisor will continue to train Faculty/Staff as needed until deemed necessary to provide another formal training class.

Purchasing Support - Departments provide Accounting Technician with requisition requests. Accounting Technician inputs the data into Colleague within one to two days of receipt. This starts the online process of routing the requisition for approval. If budget is not

available for the items requested, the Accounting Technician notifies the requestor. The requestor will provide a new budget or request realignment of budget to accommodate requisition. Requisition input will be delayed due to lack of budget, or vendor not being set up in the system. If vendor is not set up in Colleague, a Vendor Intake Form and W-9 need completion. The turn-around time for requisitions from new vendors will be determined by how quickly the forms are completed and received from vendor.

When Accounting Technician is out of the office, there is no back-up to input requisitions; therefore requisitions are held until she returns. If an emergency request is needed, the supervisor will work with the district purchasing department to process requisition. Workload does not warrant a second Accounting Technician at this time.

Travel - Budget/Purchasing Support took over the role of Travel Liaison for the campus on September 1, 2011. Accounting Technician and Accounting Supervisor have continuously improved the efficiency of the TR approval process. Accounting Technician maintains a tracking mechanism to ensure that TRs are liquidated timely and problems resolved promptly. Monthly TR aging reports are provided by the district. Outstanding TRs are researched and resolved.

Miramar College continued contract with POST. POST contract requires multiple employees to travel to San Diego to provide In-Service training. Of the total 230 TRs processed (opened and closed) in fiscal year 2013-14, 35 were POST. In fiscal year 2012-13, 245 TRs were processed, including 42 for POST. POST reduced their 2014-15 contract; therefore there should be a significant reduction to the number of POST TRs processed.

When Accounting Technician is out of the office, Accounting Supervisor reviews and routes TRs to avoid delays in approval and liquidation.

College-wide Planning - Accounting Supervisor served on the Planning & Institutional Effectiveness Committee, the Budget & Research Development Subcommittee, the Taskstream Workgroup and the Campus Wide Planning Retreat Workgroup providing Administrative Services input into integrated campus planning, participatory governance and support of Institutional Student Learning Outcomes.

Admin Service Outcomes Report

File Attachments:

1. [2013-14_AS_Assess_3-6-15_Trng.pdf](#) (See appendix)

AS Unit Goals

2014-15 Goals

Outcome

Outcome

Goal 1
Establish 2015-16 Tentative & Adopted Budgets in coordination with campus' program review and planning.

Goal 2

Participate in PeopleSoft implementation in the areas of General Ledger, Purchasing, Travel and Reporting.

Goal 3

Complete annual Financial Aid, Matriculation and Basic Skills reports for campus by due dates. Complete Quarterly Grants Reports. Provide other financial data requested for campus reports.

Mapping

Miramar Strategic Plan: Strategy I.2

Miramar Strategic Plan: Strategy I.3

Miramar Strategic Plan: Strategy I.2

Goal 4

Miramar Strategic Plan: Strategy I.2

Participate in College-wide integrated planning.

2014-2015 Program Review (Training)

Action Plan

Actions

2014-15 Goals

Outcome

Goal 1

Establish 2015-16 Tentative & Adopted Budgets in coordination with campus' program review and planning.

▼ Action: Budget Development

Action details: Provided preliminary discretionary budget allocations to VPs

Goal 2

Participate in PeopleSoft implementation in the areas of General Ledger, Purchasing, Travel and Reporting.

▼ Action: Attend ERP Implementation meetings

Action details: Attended discovery sessions for General Ledger, Travel, Accounts Payable, Purchasing and Budget & Reporting.

Currently active with fit/gap meetings.

Goal 3

Complete annual Financial Aid, Matriculation and Basic Skills reports for campus by due dates. Complete Quarterly Grants Reports. Provide other financial data requested for campus reports.

▼ Action: Financial Reporting

Action details: Provided final 2013-14 BFAP financial data to Financial Aid Director for annual filing (August 13, 2014). Provide periodic 2014-15 YTD financial data to Financial Aid office.

Completed 2013-14 SSSP Financial report and provided to VPSS for review, routing and submission to CCCCC by 2/13/15 due date.

Compiled 2013-14 Basic Skills financial data for End-of Year Report and provided data to VPI & Dean for final submission to CCCCC.

Completed 7/1/14-9/30/14 & 10/1/14-12/31/14 Quarterly Restricted Funds Grants report to district office by due date.

Provided financial data to Athletic Director for submission of EADA (Equity in Athletics Disclosure Act) survey, October 15, 2014

Goal 4

Participate in College-wide integrated planning.

▼ Action: Integrated planning participation

Action details: Accounting Supervisor will continue to serve on PIE, BRDS and the Taskstream Workgroup, will also serve as a Tri-chair member for Accreditation Standard III.D, serve on the Strategic Plan Assessment Workgroup, attend Student Equity Workshops and participate in district Finance PeopleSoft implementation meetings and training in preparation for the July 2015 launch

Summary of Resource Requests

- 1) Replace Mary Patterson who is retiring April 30, 2015

2) Need Lazer jet printer or other processing equipment to print manual checks in PeopleSoft.

 **Status Report**

Action Statuses

2014-15 Goals

Outcome

Goal 1

Establish 2015-16 Tentative & Adopted Budgets in coordination with campus' program review and planning.

▼ **Action: Budget Development**

Action details: Provided preliminary discretionary budget allocations to VPs

Status for Budget Development

Current Status: In Progress

Budget Status:

Additional information:

Next Steps:

Goal 2

Participate in PeopleSoft implementation in the areas of General Ledger, Purchasing, Travel and Reporting.

▼ **Action: Attend ERP Implementation meetings**

Action details: Attended discovery sessions for General Ledger, Travel, Accounts Payable, Purchasing and Budget & Reporting.

Currently active with fit/gap meetings.

Status for Attend ERP Implementation meetings

Current Status: In Progress

Budget Status:

Additional information: Currently attending weekly ERP discovery and FIT/GAP sessions at district office.

Next Steps: Test and Train software for July 1 implementation.

Goal 3

Complete annual Financial Aid, Matriculation and Basic Skills reports for campus by due dates. Complete Quarterly Grants Reports. Provide other financial data requested for campus reports.

▼ **Action: Financial Reporting**

Action details: Provided final 2013-14 BFAP financial data to Financial Aid Director for annual filing (August 13, 2014). Provide periodic 2014-15 YTD financial data to Financial Aid office.

Completed 2013-14 SSSP Financial report and provided to VPSS for review, routing and submission to CCCCCO by 2/13/15 due date.

Compiled 2013-14 Basic Skills financial data for End-of Year Report and provided data to VPI & Dean for final submission to CCCCCO.

Completed 7/1/14-9/30/14 & 10/1/14-12/31/14 Quarterly Restricted Funds Grants report to district office by due date.

Provided financial data to Athletic Director for submission of EADA (Equity in Athletics Disclosure Act) survey, October 15, 2014

Status for Financial Reporting

Current Status: In Progress

Budget Status:

Additional information:

Next Steps:

Goal 4

Participate in College-wide integrated planning.

▼ **Action:** Integrated planning participation

Action details: Accounting Supervisor will continue to serve on PIE, BRDS and the Taskstream Workgroup, will also serve as a Tri-chair member for Accreditation Standard III.D, serve on the Strategic Plan Assessment Workgroup, attend Student Equity Workshops and participate in district Finance PeopleSoft implementation meetings and training in preparation for the July 2015 launch

Status for Integrated planning participation

Current Status: In Progress

Budget Status:

Additional information: Ongoing

Next Steps:

Status Summary

No text specified

Summary of Next Steps

No text specified

 **Resource Request Form**

Form: Resource Request Form (See appendix)

Appendix

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- A. **2013-14_AS_Assess_3-6-15_Trng.pdf** (Adobe Acrobat Document)
 - B. **Resource Request Form** (Form)
-

Accreditation Self-Evaluation Timeline-Final

Fall 2014

Events	Time
Accreditation Faculty Co-Chair Announcement is sent out	August 15, 2014
Accreditation Faculty Co-Chair Announcement closes	September 12, 2014
Accreditation Orientation Meeting	September 12, 2014
District IRP to update the accreditation surveys according to new standards	September 2014
Appointment of Accreditation Faculty Co-Chair by College President	September 26, 2014
Appointment of Standards Tri-chairs	October 3, 2014
Core accreditation team to attend training by ACCJC at Mira-Costa College	October 15, 2014
Accreditation Organizational Meeting	October 17, 2014
Accreditation Self-Evaluation Training Workshop	October 31, 2014
Review and vet the accreditation surveys among the colleges by District IRP, Accreditation Steering Committee to send to tri-chairs	October and November, 2014
Standard Tri-chairs start to collect evidence for the self-evaluation report	November-January, 2015
Colleges to provide feedback to District IRP on accreditation surveys	December 1, 2014-Tentative

Spring 2015

Events	Time
Finalize accreditation surveys by District IRP	January 2015
Administer accreditation surveys college-wide (i.e. student and employee)	Feb-March 2015

Events	Time
Accreditation Self-Evaluation Report Compilation due to tri-chairs for feedback	Ongoing

Summer 2015

Events	Time
Accreditation survey results are available (deliver reports and conduct briefings in fall 2015)	June 2015
Guide to Evaluating and Improving Institutions (contains guiding questions to address new standards) published by ACCJC	July 2015
PRIE Office to update and incorporate guiding questions into Google Doc grids	July/August 2015

Fall 2015

Events	Time
Accreditation Self-Evaluation Report Compilation due to tri-chairs for feedback	August 2015
Incorporate accreditation survey results into standards grids and self-evaluation compilation	August/ September 2015
Standard Tri-chair Accreditation Update Meeting (Share results from Accreditation Surveys)	September 2015
Standard Tri-chairs turn in first round responses of self-evaluation report to Steering Committee for compilation	September 2015
Accreditation Self-Evaluation Draft 1 due	October 2015
Standard IV Meeting with Board	October/November 2015
Public Forum Round 1	November 2015
Incorporate changes and suggestion from (PFR 1) by Steering Committee and Editor	December 2015/January 2016

Spring 2016

Events	Time
Accreditation Self-Evaluation Draft 2 due	February 2016
Public Forum Round 2	March 2016
Incorporate changes and suggestion from (PFR 2) & Editor by Steering Committee	March 2016
Status Report to District Governance Council (DGC) and Chancellor Cabinet	March/April 2016
Status Report to Board of Trustees	April 2016
Accreditation Self-Evaluation Draft 3 due	May 2016

Summer 2016

Events	Time
Catalog evidence for Self-Evaluation report	June/July 2016

Fall 2016

Events	Time
All Constituency Approval -Academic Senate (Tentatively 9/6/16 & 9/20/16) -Classified Senate (Tentatively 9/8/16 & 9/22/16) -Associate Students (TBD) -Managers (TBD)	September 2016
CEC approval of Self-Evaluation report (Tentatively 9/27/16)	September 2016
Board Subcommittee review of the final Draft Self-Evaluation reports	October 2016
Chancellor's Cabinet summary review of Self-Evaluation report	November/December 2016
District Governance Council (DGC) overview of Self-Evaluation report	November/December 2016
SDCCD Board approval of Self-Evaluation report	November 2016
Accreditation Self-Evaluation due to ACCJC	December 2016
Plan for Site Visit	November/December 2016

Spring 2017

Events	Time
Make Final arrangements for Site Visit	January/February 2017
Accreditation Site Team visit	March 13-17, 2017

Form: "Resource Request Form"

Created with: Taskstream

Participating Area: Budget and Purchasing Support

Resource Requests

(REQUIRED) Program Identification

Please identify your program and department chair

Budget and Purchasing Support - Denise Kapitzke 2/18/15

Request 1

(REQUIRED) Resource Request Type

Please select the category in which your request falls.

- Staff

(REQUIRED) Description of Resource Request

Please provide the following information for each resource request:

- Description
- Link to course or program outcomes
- Budget details

Replacement of Mary Patterson who is retiring April 30, 2015.

Request 2

(REQUIRED) Resource Request Type

Please select the category in which your request falls.

- Technology

(REQUIRED) Description of Resource Request

Please provide the following information for each resource request:

- Description
- Link to course or program outcomes
- Budget details

Lazer jet printer or other technology for printing manual checks in PeopleSoft

Request 3

(REQUIRED) Resource Request Type

Please select the category in which your request falls.

- *No answer specified*

(REQUIRED) Description of Resource Request

Please provide the following information for each resource request:

- Description
- Link to course or program outcomes
- Budget details

No answer specified

Request 4

(REQUIRED) Resource Request Type

Please select the category in which your request falls.

- *No answer specified*

(REQUIRED) Description of Resource Request

Please provide the following information for each resource request:

- Description
- Link to course or program outcomes
- Budget details

No answer specified

Request 5

(REQUIRED) Resource Request Type

Please select the category in which your request falls.

- *No answer specified*

(REQUIRED) Description of Resource Request

Please provide the following information for each resource request:

- Description
- Link to course or program outcomes
- Budget details

No answer specified

Request 6

(REQUIRED) Resource Request Type

Please select the category in which your request falls.

- *No answer specified*

(REQUIRED) Description of Resource Request

Please provide the following information for each resource request:

- Description
- Link to course or program outcomes
- Budget details

No answer specified

Request 7

(REQUIRED) Resource Request Type

Please select the category in which your request falls.

- *No answer specified*

(REQUIRED) Description of Resource Request

Please provide the following information for each resource request:

- Description
- Link to course or program outcomes
- Budget details

No answer specified

Request 8

(REQUIRED) Resource Request Type

Please select the category in which your request falls.

- *No answer specified*

(REQUIRED) Description of Resource Request

Please provide the following information for each resource request:

- Description
- Link to course or program outcomes
- Budget details

No answer specified

Request 9

(REQUIRED) Resource Request Type

Please select the category in which your request falls.

- *No answer specified*

(REQUIRED) Description of Resource Request

Please provide the following information for each resource request:

- Description
- Link to course or program outcomes
- Budget details

No answer specified

Request 10

(REQUIRED) Resource Request Type

Please select the category in which your request falls.

- *No answer specified*

(REQUIRED) Description of Resource Request

Please provide the following information for each resource request:

- Description
- Link to course or program outcomes
- Budget details

No answer specified