Title of Request: Date:
Department/Program: Division: Amount Requested:

Meets Minimum Requirements	Yes	No

Minimum requirements include alignment with college mission and having a completed program review (including assessment methods, completion and sulear

	defined linkage with student outcomes that facilitate workforce goals. basic skills, transfer or success or	Program mix has somewhat defined linkage with student outcomes that facilitate success in basic skills, transfer or workforce goals.	Program mix has limited student outcomes that facilitate workforce goals. students in a traditionally classified or
Characteristics of students served	Increases access, services, and/or outcomes among underrepresented student population groups with potential to reach across programs, departments, and/or divisions.	Increases access, services, and/or outcomes among underrepresented student population groups that may be limited to specific programs or departments.	No evidence that request will support or address concerns among underrepresented student population groups.
Divisional priority	Request is a divisional priority (with rationale and/or evidence).	Request is not an immediate divisional priority.	Request has no rationale or evidence regarding prioritization.
Legal mandates	Required to meet laws or regulations that require particular efforts (e.g. mgmt of hazardous materials).	Required to meet laws or regulations with some flexibility in timeline or process.	No requirement to meet laws or regulations that require particular efforts.
Data enrollment trends	Stable or increasing enrollment trends OR anticipated enrollment fluctuation with evidence or plan.	, or equipment needs that are operationally	

Changes in responsibility due to reorganization OR operational needs

	necessary.	necessary.	
Future need	Evidence demonstrating anticipated or continuing need to be fulfilled by request.	Limited evidence demonstrating anticipated or continuing need fulfilled by request.	No evidence demonstrating anticipating or continuing need fulfilled by request.
Criteria Total (add up number of high, medium, low indicators)			

Priority band