**2019-2020 FOOTHILL COLLEGE ANNUAL BUDGET REQUEST FORM**

Division: Program:

**PAST PROGRAM REVIEW ACTIONS FOR IMPROVEMENT**

Please list below any actions for improvement from most recent program review

|  |
| --- |
| **1** |
| **2** |
| **3** |
| **4** |
| **5** |

**NEW TECHNOLOGY OR SOFTWARE**

Requests for new software systems, online services, purchase of specialized hardware and other technologies for program use. (respond with 100 words or less per question)

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| --- |
| **Name of the new technology or software requested.** |
| Respond Here: |
| **Description statement – provide a description of the item being requested.** |
| Respond Here: (100 words or fewer) |
| **How will the item be used? Descriptions of the need for the item.** |
| Respond Here: (100 words or fewer) |
| **How does this request align with the college strategic plan?** |
| Respond Here: (100 words or fewer) |
| **Does this request align with the actions for improvement from the most recent program review? If yes, please explain.** |
| Respond Here: (100 words or fewer) |
| **Identify how you will measure the success if this item is funded.** |
| Respond Here: (100 words or fewer) |
| **What are the consequences if this item is not funded?** |
| Respond Here: (100 words or fewer) |
| **Projected Total Cost (this can be a range)**  | $ |
| **Is this cost an estimate \_\_\_ Is this based on a quote \_\_\_** |  |
| **Budget Explanation – List of the Itemized Costs (e.g., support, implementation, training, annual fees, equipment)** (100 words or fewer) |
| Respond Here: |

**ONGONG TECHNOLOGY OR SOFTWARE COSTS**

CONTINUED Requests for software systems, online services, annual subscriptions or specialized software/hardware and other technologies for program use.

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| **Name of the ongoing technology or software recurring item.** |
| Respond Here: |
| **Description statement – provide a description of the item.** |
| Respond Here: (100 words or fewer) |
| **How will the item be used? Descriptions of the ongoing need for the item.** |
| Respond Here: (100 words or fewer) |
| **How does this request align with the college strategic plan?** |
| Respond Here: |
| **Does this request align with the actions for improvement from the most recent program review? If yes, please explain.** |
| Respond Here: (100 words or fewer) |
| **Identify how you will measure the success if this item is funded.** |
| Respond Here: (100 words or fewer) |
| **What are the consequences if this item is not funded?** |
| Respond Here: (100 words or fewer) |
| **Projected Total Cost** | $ |

**NEW EQUIPMENT**

Requests for program equipment or furniture items

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| **Name of the new equipment or furniture being requested.** |
| Respond Here: |
| **Description statement – provide a description of the item being requested .** |
| Respond Here: (100 words or fewer) |
| **How will the item be used? Descriptions of the need for the item.** |
| Respond Here: (100 words or fewer) |
| **How does this request align with the college strategic plan?** |
| Respond Here: (100 words or fewer) |
| **Does this request align with the actions for improvement from the most recent program review? If yes, please explain.** |
| Respond Here: (100 words or fewer)  |
| **Identify how you will measure the success if this item is funded.** |
| Respond Here: (100 words or fewer) |
| **What are the consequences if this item is not funded?** |
| Respond Here: (100 words or fewer) |
| **Projected Total Cost**  | $ |
| **Is this cost an estimate \_\_\_ Is this based on a quote \_\_\_** |
| **Do you need any additional space to accommodate this request (make sure to add this request into the NEW SPACE/FACILITIES REQUEST) Yes\_\_\_ No \_\_\_** |
| **Budget Explanation – List of the Itemized Costs (e.g., support, implementation, training, annual fees, equipment)** (100 words or fewer) |

**NEW SPACE/FACILITIES REQUEST**

Requests in this category include classroom or laboratory modernization projects, additional space needs, faculty offices, remodeling of current space, and/or other facility needs.

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| **Name of the new space/facilities being requested.** |
| Respond Here: |
| **Description statement – provide a description of the item being requested.** |
| Respond Here: |
| **How will the item be used? Descriptions of the need for the item.** |
| Respond Here: |
| **Does this request involve taking an existing classroom/office/space offline?** |
| Respond Here: |
| **How does this request align with the college strategic plan?** |
| Respond Here: |
| **Does this request align with the actions for improvement from the most recent program review? If yes, please explain.** |
| Respond Here: |
| **Identify how you will measure the success if this item is funded.** |
| Respond Here: |
| **What are the consequences if this item is not funded?** |
| Respond Here: |
| **Projected Total Cost** | $ |
| **Is this cost an estimate \_\_\_ Is this based on a quote \_\_\_** |
| **Budget Explanation – List of the Itemized Costs (e.g., cleaning, painting, phones,)** (100 words or fewer) |