

## **Assessment Tool to Measure How Institutional Priorities Were Met Via Funding Sources**

In collaboration with the Planning and Budget Committee (P&B), the Institutional Effectiveness Committee(IEC) has developed the following Assessment Tool to measure how Cuesta College's institutional priorities were met via general fund sources. Institutional priorities are identified through the institutional program planning and review process as outlined in the integrated planning manual.

To prioritize the institutional priorities, the Planning and Budget Committee uses the Resource Allocation Rubric. Using a 50-100 point scale, this rubric weighs each request based on to what extent the request is justified by:

1. The contribution this proposal will make toward the achievement of Institutional Goals and/or Institutional Objectives;
2. An outcome based on the measurement of student learning outcomes, student services outcomes or administrative services outcomes;
3. Institutional Achievement Standards
4. Institutional Effectiveness Standards
5. Data in the Institutional Program Planning and Review;
6. List of recommended priorities from each Cluster; and
7. Health or safety concerns.

The Planning and Budget Committee completes the prioritization and forwards the list to the Superintendent/President's Cabinet. After review, the Cabinet prioritizes the items to be funded based on fund availability. After consideration of input from the Cabinet, the Superintendent/President makes the final funding determination.

The district provides direct links between resource allocations and planning in the following

- The Institutional Program Planning and Review process includes the requirement that units address how they contribute to the achievement of Institutional Goals and/or Institutional Objectives.
- Requests for funding are prioritized by the Planning and Budget Committee using a rubric that gives the highest scores to proposals that will contribute to the achievement of the Institutional Goals and/or Institutional Objectives or that are the result of student learning outcome measurements.
- The district has established an Institutional Objectives Fund. These funds will be distributed through a mini-grant process and allocations will be based on the extent to which the funding will contribute to the achievement of an Institutional Objective.

The Assessment tool to measure how institutional priorities were met via funding sources will consist of four parts and will be completed by the IEC annually in the spring semester in conjunction with the review of the Strategic Plan Progress Report.

1. The IEC will review the Resource Allocation Rubric to evaluate the rubrics alignment with Institutional Goals and/or Institutional Objectives.
2. In conjunction with the review of the Strategic Plan Progress Report, the IEC will determine if there are stated deficiencies based on resource allocation. There is now a prompt in the Strategic Plan Progress Report that encourages feedback based on resource allocation which will be utilized by the IEC to assess this element of resource allocation. Combined with the review of the Strategic Plan Progress Report, the IEC will review the district established Institutional Objectives Fund distribution to evaluate the effectiveness of the mini-grant process in supporting institutional priorities.
3. The IEC will review the President's Funding Priorities Memo that is presented to the P&B Committee in order to assess how the resource allocation choices support institutional priorities. In order to facilitate this assessment, the IEC recommends that a fifth column be added to the President's Funding Priorities Memo to provide the president a place to address how the choices to *"either accept, modify, or decline the recommendations"* made by the P&B committee support institutional priorities.
4. The IEC will review significant funding decisions made outside of established processes to assess how institutional priorities were met via these resource allocation decisions. In order to facilitate this assessment, the IEC recommends that an additional table be added to the President's Funding Priorities Memo to list these resource allocations and how they support the institutional priorities.