

# IMMEDIATE NEED REQUEST

2015 - 2016

*Approved in Cabinet 2/21/17 Bill Smagin*



Requested by: Research and Institutional Effectiveness			
		Date to VP: February 15, 2017	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Research and IE	<i>[Signature]</i>	
		Date to Cabinet:	
Division:		Outcome:	
Vice President:	Instruction		
		<i>[Signature]</i>	

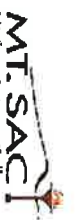
Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1. Professional Experts	<p>To prepare for the College's Accreditation and subsequent ACCJC site visit, an intensive need for the RIE Department's research team to support the efforts of the College in creating an excellent Self Evaluation that follows the ACCJC's protocols was critical.</p> <p>Using many software platforms and participating in numerous meetings with RIE, Mt. SAC Accreditation Workgroup, and IT, the collaborative work produced a stellar Self Evaluation and web page for the Visiting Team and the world to review. Based on this work, the following funds are requested to backfill the time and effort taken to accomplish the College's goals.</p> <p>To summarize, the work entailed:</p> <ol style="list-style-type: none"> <li>1. Evidence: Find, acquire, evaluate, and format quality evidence using a central repository, SmartSheet, to manage the 1600 unique pieces of evidence.</li> <li>2. Narrative: Provided input on the quality of the 550-page narrative and its accompanying evidence and secured new evidence per experts' opinions.</li> <li>3. Visiting Team: Created a self-contained Thumb Drive the Team could use to access the Self Evaluation and 1600 pieces of evidence.</li> <li>4. Web: Worked closely with IT to create state-of-the-art web page.</li> </ol> <p><b>Please see attached for more details.</b></p>		\$50,800		
Account Number(s):	<p>11900-379000-232000-660000 (Accreditation \$13,177.17)</p> <p>17257-379211-232000-493000 (Basic Skills \$37,622.83)</p>				

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*Approved by Cabinet April 15, 2016*



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Department or Unit:		Research and IE	<i>[Signature]</i>	Date to Cabinet:
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