

IMMEDIATE NEED REQUEST
2021-22

Requested by: Patricia Quinones			
			Date to VP: 5/24/2022
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Research and IE	Patricia Quinones	<small>Digitally signed by Patricia Quinones Date: 2022.05.25 09:42:01 -07'00'</small>
			Date to Cabinet:
Division:	Instruction	Outcome:	
Vice President:	Instruction		
		Kelly Fowler	<small>Digitally signed by Kelly Fowler Date: 2022.06.20 14:24:54 -07'00'</small>

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.	Qualtrics - Survey Platform	Qualtrics annual renewal is due June 14th. This is a survey platform that is used by the entire campus. All employees and students have access to Qualtrics. Over the past 8 months, RIE has used Qualtrics to send out surveys for Instruction, IT, Fiscal, and Institutional Effectiveness Committee. This platform is heavily used outside of RIE, including Academic senate, Instructional Divisions & Dept, Student Services programs/dept, and Human Resources, which currently uses it to send out Manager evaluations. Losing access to qualtrics would impact the campus tremendously and could lose access to currently open surveys, including the annual graduate survey. This year we have included questions in the annual graduate survey to assess our ILOs - important evidence for accreditation.	\$6,300.00	X		
	Account Number(s):					
2.						
	Account Number(s):					
3.						
	Account Number(s):					

**** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.**