

IMMEDIATE NEED REQUEST

2015 - 2016

Approved in Cab meeting 6/25/16
 RJM
 MT. SAC
 Mt. San Antonio College

Requested by:	Research & IE	Barbara McNeice-Stallard	Date to VP:	6/20/2016
Location	(Fill-in)	Reviewed By (Signature):		
Department or Unit:	Research & IE	<i>Barbara McNeice-Stallard, June 20, 2016</i>	Date to Cabinet:	
Division:			Outcome:	
Vice President:	Instruction	<i>[Signature]</i>		
Budget Request(s)	Justification for Request(s)			
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.			
1 Accreditation (Evidence, Self-Evaluation)	<p>Professional Experts: Since May, 2015, RIE has been working closely with the accreditation Writing Teams to secure evidence to support their statements that College meets the ACCJC Standards. The workload is immense and requires that RIE find their evidence, record it in SmartSheet (evidence repository), extract the evidence into webpages and the final narrative self-evaluation, and create the remaining data sections of the self-evaluation. The work to date has allowed several Teams to almost complete their evidence repositories. Several more are in need of assistance. As such, we propose that Professional Experts who are attuned to the nuances of this process continue this work so that the evidence is both appropriately linked to the webpage as well as the self-evaluation narrative. As indicated in the last Immediate Needs request, this work was evaluated and it was concluded that it will need to be carry-over to the <u>2016-17</u> fiscal year.</p>			
Account Number(s):	11900-379000-232000-660000	Funds Requested **	Amount	10,000.00 x
		One-time	Ongoing	Approved

** 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.



Accreditation Evidence – Immediate Needs

Barbara McNeice-Stallard to: Irene Malmgren

06/20/2016 09:36 AM

Cc: Kristina Allende, Lianne Greenlee, Laura Martinez, Marcell Gilmore

Dear Irene,

I hope you and your family had a lovely weekend. We surely did at Disney on Friday (where do all those people come from!). Turns out we went on a 2016 Grad Day. Sheesh! Tee Hee.

On a different note, attached is an Immediate Needs Request. We are doing some outstanding work with the Writing Teams to help gather their evidence, put it into Smartsheet, and make sure it is appropriately noted in the narrative. We do, however, need more funds to carry us into 2016–17. I've asked for \$10,000 which should take us all the way through to the Visiting Team's departure. Some of the Teams have no evidence, some have some but formatted incorrect, and some are outstanding with only a few tweaks needed. As Lianne discovered last week, just doing the checking and tweaking is very, very time consuming. Going to find the data and validate it is more time consuming. Most of this work is done by the Prof Experts. I/we then need to re-reviewing it and give guidance for improved evidence.

The majority of this work needs to be done before we finalize our self-evaluation. The bulk of the funds will be used for the aforementioned. The remaining will be used to validate that the webpage links are working and be there to answer immediate/urgent questions about what has been built.

This support is key to us finishing the last few yards of this work. Sincerely, Barbara.



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