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)

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.

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

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.

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)