

Notes on Proposed Revised Resource Request Process

From Jan. 2026 ROC, FSPC, and CTC Retreat

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Retreat Takeaways ([Pics of Retreat Posters](#))

- Vision for the author experience. The experience will be made up of:
 - A simplified and streamlined application process and form;
 - A supportive drafting process where authors work on their request with the help of area experts during designated writing time in ILAT;
 - A transparent process that allows authors to have clear description of barriers to implementation during submission process to provide realistic timeline & expectations;
 - Proactive problem solving built into the process (including if requests aren't funded—what is the suggested way forward for a dept in that case?); and
 - **Consistent, transparent, and timely communication throughout the process.**
- **Tabled:** Align 2026-2027 materials for ROC, FSPC, and CTC by creating a streamlined and unified application for these group's requests by revising the committee form and rubrics.
 - ([Link to Brainstorming Integrated Request Application Forms for ROC, CTC, and FSPC](#))

Additional Questions

- What timeline and approval processes do we need to create for committees to be able to meet the needs of the process and governance structure?

- How can committee lists facilitate integrated consideration of priorities across the different areas (facilities, tech, supplies/equipment, and staffing)?
- What will be the follow up process and how do we assure there is an integrated follow up process following approval with a clear outline of next steps and who completes them?
 - Workgroup or liaison model: Can there be a workgroup created for each approval so that all needed parties can tackle the implementation together?
 - FSPC Idea (Bob D.): Point person in the committee proactively reaches out to author to offer support and get a fuller understanding of the request and basically be an in-committee advocate.
- What can tracking of the process look like?
 - Updates: where requests are while being reviewed
 - Updates: where requests are in the implementation process once they are approved (who is responsible for step and where will it go next)?
 - Communication: how do folks want to be updated?
- Since notifications are sent in July (when a lot of faculty are off contract) what work can take place in July-August?
- Can each request have a basic overview or template for implementation? Folks can perhaps get it started as part of their submission and, should it be approved, it can provide the starting point. It can perhaps also provide a plan should the request not receive funding.
- For ranking process: can we come up with committee work set up so that the work isn't overwhelming for anyone (ranking process and committee workload)?

- What does it look like if a request (or part of a request) needs to be routed from one committee to another?

Immediate Next Steps

- Align 2026-2027 materials for ROC, FSPC, and CTC by creating a streamlined and unified application for these group's requests by revising the committee form and rubrics. ([Link to Brainstorming Integrated Request Application Forms for ROC, CTC, and FSPC](#))
 - Draft integrated request form (ROC, FSPC, CTC)
 - Draft rubrics for committees (ROC, FSPC, CTC)
- Determine options for medium for request submissions (for example, Nuventive?)
- Partner Program Review to draft proposal for revised process and timeline

2026-2027 Proposal Timeline/Plan

Month	What	Who	Related Activity	Where	Current To Do
February - March 2026	<u>Draft New Process and Timeline</u>	Ranking Committees in Partnership with Program Review			<p>By April:</p> <ul style="list-style-type: none"> • Identify where the applications will go

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					<ul style="list-style-type: none"> ● Draft integrated request form (ROC, FSPC, CTC) ● Draft rubrics for committees (ROC, FSPC, CTC) <ul style="list-style-type: none"> ○ Rubrics should align with our envisioned ranking process
<p>April 2026</p>	<p><u>New Process Approved through Governance Process (includes timeline and revised forms and rubrics from ranking committees)</u></p> <p>(At the same time, committees are completing ranking process for current cycle)</p>	<p>ROC (FSPC, CTC, FHPC, CHPC), and Program Review Committee</p>	<p>ROC Chairs and Program Review Chairs present to governance bodies about the proposed changes and gather feedback</p>	<p>ROC (FSPC, CTC, FHPC, CHPC), Program Review, Academic Senate, Classified Senate, CCC</p>	<ul style="list-style-type: none"> ● Complete proposal for revised process – need revised forms and rubrics Deadline: Before April 2026

Month	What	Who	Related Activity	Where	Current To Do
May 2026	<p><u>Trainings for Authors about New Request Process and overall budget allocation process</u></p> <p>(At the same time, committees are completing ranking process for current cycle)</p>	Chairs of ROC, CTC, FSPC, FHPC, CHPC	ILAT + Scheduled Workshops and Office Hours	ILAT + TBD Scheduled Workshops and Office Hours	<ul style="list-style-type: none"> • Get on the May 4 ILAT Agenda (1:00-2:30) • Prepare trainings (slides and related activities) + Scheduled any appropriate workshops/office hours <p>Deadline BEFORE May 2026</p>
June 2027 (Summer)	<p><u>Summer:</u> Assessment of needs using tools and templates provided</p>	Chairs/deans/authors			<ul style="list-style-type: none"> • To help this part of the process, the committees can create guiding tools and templates to help Chairs, deans, authors as they discuss/assess needs <p>Deadline: BEFORE July 2026</p>
July 2026 (Summer)	<p><u>July 1:</u> Program Review Opens</p>	Authors	Send reminders and resources to authors		

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August 2026 (Summer)	August 17 - 21: Professional Development - Organizational Meetings	Deans and Dept chairs And ROC + Program Review Chairs	During flex week: <ul style="list-style-type: none"> ILAT Presentation by ROC and Program Review Chairs Depts and Divisions discuss needs and work together to prioritize – collect questions to share with ROC and Program review chairs 	Flex week ILAT session and Dept and division meetings	<ul style="list-style-type: none"> Create guidance for dept and Division conversations Deadline: BEFORE August 2026 Get on agenda for flex week ILAT meeting (August 17) Create ILAT Presentation Deadline: BEFORE August 2026
September 2026	Authors receive integrated support for drafting their requests (including support with quotes and break down of additional costs + overview of what steps would be needed should their request be approved (process mapping))	Chairs of ROC, CTC, FSPC, FHPC, CHPC	Drafting Workshops help authors outline the full scope of their requests and identify the steps that the process would entail (at least 45 minutes?). Scheduled Workshops and Office Hours	ILAT (falls on holiday) + TBD Scheduled Workshops and Office Hours	<ul style="list-style-type: none"> Create basic outlines of what happens after a request is approved for each related area (tech, facilities, etc) Deadline: BEFORE September 2026 Sept. 07 ILAT falls on holiday

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October 2026	Authors receive integrated support for drafting their requests (including support with quotes and break down of additional costs + overview of what steps would be needed should their request be approved (process mapping))	Chairs of ROC, CTC, FSPC, FHPC, CHPC	ILAT Drafting Workshops help authors outline the full scope of their requests and identify the steps that the process would entail (at least 45 minutes?). Scheduled Workshops and Office Hours	ILAT + TBD Scheduled Workshops and Office Hours	<ul style="list-style-type: none"> • Get on agenda for Oct. 05 ILAT • Create related ILAT Presentation or activity Deadline: BEFORE October 2026
November 2026	Authors receive integrated support for drafting their requests (including support with quotes and break down of additional costs + overview of what steps would be needed should their request be approved (process mapping))	Chairs of ROC, CTC, FSPC, FHPC, CHPC	ILAT Drafting Workshops help authors outline the full scope of their requests and identify the steps that the process would entail (at least 45 minutes?). Scheduled Workshops and Office Hours	ILAT + TBD Scheduled Workshops and Office Hours	<ul style="list-style-type: none"> • Get on agenda for Nov. 02 ILAT • Create related ILAT Presentation or activity Deadline: BEFORE November 2026
December 2026	Authors receive integrated support for drafting their requests	ILAT Drafting Workshops help authors	Need to draft survey questions so authors may provide feedback about		<ul style="list-style-type: none"> • Get on agenda for Nov. 02 ILAT • Create related ILAT

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	<p>(including support with quotes and break down of additional costs + overview of what steps would be needed should their request be approved (process mapping))</p> <p>Early deadline for submitting Program Review and Requests</p>	outline the full scope of their requests and identify the steps that the process would entail (at least 45 minutes?).	the new process		<p>Presentation or activity Deadline: BEFORE December 2026</p> <ul style="list-style-type: none"> • Draft survey questions Deadline: BEFORE January 2027
January 2027	<p>January: Final deadline for submitting Program Review and Requests</p> <p>IESE Office Process Requests and begins to send them out to committee admin. assistants</p>		<p>ROC Chairs, chairs of ranking committees, and Program Review Chairs</p> <p>Before the start of the term, the committees would need to outline a clear ranking process (perhaps in a winter retreat)</p>		<ul style="list-style-type: none"> • Get on agenda for flex week ILAT meeting (January 25) • Outline a clear ranking process for all committees (perhaps in a winter retreat)
February 2027	Committees begin review process–identify	Ranking Committees	Work within committees to support requests	Ranking Committees	<ul style="list-style-type: none"> • Outline process for committees to review, support,

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	<p>follow up questions needed to fully understand request needs and feasibility</p> <p>Authors Provide Feedback on New Drafting Process</p>	Authors	Trainings and support for authors		discuss, and rank requests
March 2027	<p>Committees facilitate discovery” and complete ranking process–include notes on steps needed following approval AND identify related requests across areas.</p> <p>Authors Provide Feedback on New Drafting Process</p> <p><u>ROC helps integrate related requests</u></p>	<p>Ranking Committees</p> <p>Authors</p>	<p>Work within committees to support requests if there are any questions</p> <p>Trainings and support for authors</p>	Ranking Committees	
April 2027	Committees send completed lists	Ranking Committee	Trainings and support for authors		<ul style="list-style-type: none"> • Templates for author feedback

Month	What	Who	Related Activity	Where	Current To Do
	<p>through governance process and draft author feedback</p> <p><u>ROC helps integrate related requests AND maps out next cycle's timeline</u></p>	Chairs			<ul style="list-style-type: none"> • Update committee pages with process • By the end of April 2027: <u>map out next cycle's timeline</u>
May 2027	Committees send completed lists through governance process and draft author feedback	Ranking Committee Chairs	Trainings and support for authors		
June 2027	President Review	College President			
July 2027	<p>Notifications are sent out + Follow up process begins...</p> <ul style="list-style-type: none"> • Where are updates "publicized"? • Tracking resources? 	PCab and Authors + Deans	Implementation Plan?		

