

Integrated Resource Allocation Process (IRAP)

Integration of Program Review, Planning & Resource Request

Introduction

Accrediting Commission for Community and Junior Colleges (ACCJC) Standards

Santa Ana College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC). The ACCJC Accreditation Standards 2024 document provides standards related to program review.

In accordance to ACCJC Standard 1.3, SAC's program review process guides mission goals, decision making, planning, and resource allocation. Additionally, it serves as a catalyst for regular analysis of program effectiveness. Both academic and student services programs evaluate their alignment with SAC's mission, as well as document and share how successful the program is in advancing the mission.

In accordance to ACCJC Standard 1.4, starting in the spring of 2019, SAC began the process of more fully integrating outcomes assessment, program review, and resource allocation. By leveraging the former database software (TracDat, that later became Nuventive Improve), SAC was able to link and more fully integrate these processes. In fall of 2021, SAC was able to fully engage in this more streamlined and integrated way of assessing, reviewing, and funding its efforts.

Link to 2024 ACCJC Standards

<https://accjc.org/wp-content/uploads/ACCJC-2024-Accreditation-Standards.pdf>

Overview of Program Review

Program review at SAC refers to a system of integrated reports, committees and tools.

The system depends on departments memorializing a review of program outcomes, their analysis of mission statements, and qualitative and quantitative data. The process requires robust discussion and collaboration and constitutes the first half of an Integrated Resource Allocation Process (IRAP). IRAP enhances accountability to stakeholders and is designed to improve program effectiveness. Once every four years, an enhanced Capstone Review is produced and that Capstone Review is discussed by a committee comprised of a cross-section of SAC employees. Both annual and capstone reviews are submitted through Nuventive Improve.

Overview of Resource Allocation Requests

Resource Allocation Requests (RARs) are submitted annually and are the second half of the IRAP process. RARs are categorized by request type (e.g. faculty, equipment, facilities, software, etc.) and should be tied directly to the program review. Generally, no resource allocation request will be approved without a yearly program review and goals mapped to the request. Below is a timeline explaining the due-dates for various RAR requests at SAC. RARs are submitted through Nuventive Improve and adherence to the timelines ensures timely input under a shared governance model and timely decision making.

Software

Nuventive Improve

Nuventive Improve is a data management program used by Santa Ana College which was designed to assist in analyzing and documenting Student Learning Outcomes and their assessments, planning for continuous program improvement and supporting accountability. Nuventive Improve will connect assessment data to Program Review, Resource Allocation Requests and institutional planning processes.

Link for Nuventive Training

[Nuventive](#)

Timeline & Procedures

November	All Program Reviews for AA, SS, SCE, AS & Presidents Office are due by the last Friday in November, this includes capstone reviews. If an instructional or student services program is on it's capstone year (4-Year Program Review), it does not need to complete an annual review that year. Resource Allocation Requests are due at the same time as Program Review. Exception: Faculty can continue to submit funding requests with normal spring timeline - 1st Friday in June. In order to have adequate planning and review time, all facility (including equipment - if equipment will not be freestanding and will require installation into a college facility - e.g. lockers, athletic scoreboards, ceiling projectors, etc.), new computers (with no funding source) and personnel related requests must be submitted by November deadline. All reviews and resource requests must be submitted through Nuventive Improve.
December - January	Budget Office will isolate all facility, new computer and personnel resource requests submitted through annual Program Review/RAR process. 1. All facility requests will be sent to Facilities & Safety Committee for review, comments and prioritization. 2. All technology requests will be sent to Santa Ana College Technology Advisory Committee (SACTAC) for review, comments and prioritization. Before sending computer requests, the budget office will work with ITS to categorize these request as "new" (funding needed) or "included in technology replacement plan (TRP)". 3. All personnel requests will be sent to Presidents Cabinet for review, prioritization and pre-liminary approvals (based on funding).
January - February	Presidents Cabinet (typically during their winter retreat) will read and review all program reviews, outcome assessments and related data. All personnel requests will be reviewed by Presidents Cabinet and pre-liminary approvals will be made. Please note - new personnel funding will typically move forward once available funding is known during either the Tentative Budget (April) or the Adopted Budgeted (August).
February - March	SACTAC will review Technology Replacement Plan and new technology requests. Facilities & Safety Committee will review facility prioritized requests. Recommendations will then move to Presidents Cabinet for final review and approval.
March - May	Faculty, Dept. Chairs & Division Deans: * Department Chairs should work with faculty to identify needs that have been documented in their program review. * These prioritized needs are then submitted as a resources request via Nuventive. * Division Deans along with Department Chairs meet to review RAR's and finalize RAR rankings.
June	Remaining faculty prioritized resource requests are due by 1st Friday in June.
September	After Board of Trustees approves the Adopted Budget, Campus Budget & Accounting Director will identify available funds for resource allocation requests. Available funding totals are then presented to Presidents Cabinet.
September - October	Cabinet meets to review and approve prioritized resource requests.
October	Budget Office will fund all approved items and post approvals to Administrative Services website. BEST PRACTICE - please submit purchase requisitions as soon as possible, to ensure all purchasing deadlines are met. Link to Administrative Services website: Resource Request Approvals