

	Criteria	Rating			
		3	2	1	0
Requirements	Short Term Request	Request is <i>clearly</i> a short-term request. It has a clear timeline and/or plan to draw down funds by June 30, 2027.  Example: Purchase 3-D printer by October 2027	Request is a short-term request, but does not have a clear timeline and/or plan to draw down funds by June 30, 2027.  Example: Purchase 20 laptops, but no deadline mentioned	Request is not a short-term request. It will need sustained funding to deliver outcomes.  Example: Fund an additional Financial Aid staff position	Information was missing
	Financial Need	Request <i>cannot</i> be paid for by existing funding sources and budgets.	Request <i>could</i> be paid for by existing funding sources and budgets, but it would be a hardship to the applicant/department.	Request <i>could and should</i> be paid for by existing funding sources and budgets. Allocated funds for this purpose already exist.	Information was missing
SCD GOAL 1: Culturally and Socially Responsive Teaching and Learning via Foster strong partnerships with community and industry to ensure our academic programming meets the needs of our community and students. Proposed Core Theme: Thriving Communities OR Core Theme: Building Sustainable Community	Diversify Resources	Request <i>clearly and effectively</i> identifies a new opportunity for the college to diversify resources.  Example: Roy Flores Wellness Center request a temporary part-time staff to coordinate a new pickle ball league in partnership with the YMCA. The YMCA assists with marketing and outreach, the college commits to providing appropriate space and staffing.	Request <i>somewhat</i> identifies a new opportunity for the college to diversify resources, but planning information is incomplete.  Example: Roy Flores Wellness Center requests a temporary part-time to staff to start a pickle ball league because students checking in repeatedly ask staff about renting pickle ball equipment. No marketing or outreach plan is included.	Request <i>does not</i> credibly identify a new opportunity for the college to diversify resources.  Example: Roy Flores Well Center requests a temporary part-time staff position to start a pickle ball league because all their neighbors like pickle ball.	Information was missing
	Build & Deepen Connections	Requests <i>clearly and effectively</i> supports connections with a new community partner, or improves upon an existing partnership. It clearly demonstrates how the campus community will be more involved and invested as result.  Example: A student services program wants to improve representation of BIPOC students in STEM programs. The program consults local high school enrollment data to identify local schools with large BIPOC populations, and intentionally partners with 1-2 schools to set up summer bridge programs with high school staff, ACO staff, and college staff/faculty jointly co-facilitating.	Request <i>somewhat</i> supports connections with a new community partner/improves on an existing partnership, but doesn't clearly demonstrate how the campus community will be more involved or invested as a result.  Example: a student services program wants to set up a summer bridge program from STEM. High schools are chosen based on geographic proximity. The bridge program does not involve high school staff in planning or facilitation.	Request <i>does not</i> support connections with a new community partner or improve an existing partnership.  Example: Purchase new couches for The Grove	Information was missing

**SCD GOAL 3: Empowering Employee Experience, SCD GOAL 4: Effective and Sustainable Organizational Structures and Practices. Proposed Core Theme: Honoring Each Other**

Criteria	Rating			
	3	2	1	0
<b>Professional Growth Opportunities</b>	<p>Requests <i>clearly and effectively</i> demonstrates how funding will provide additional employee professional development, and how that professional development will be <i>assessed</i> .</p> <p>Example: Institutional Effectiveness in partnership with BE-STEM, Opportunity Center, and Basic Needs submits a proposal to create a grant professional development course modelled after PAPLA. Course organizers will collect final projects from participants and assess them against a rubric.</p>	<p>Requests <i>somewhat</i> demonstrates how funding will provide additional employee professional development, and <i>somewhat</i> assesses learning outcomes.</p> <p>Example: The above group submits a proposal to create a grant professional course, but lacks a comprehensive syllabus and specific learning outcomes. Assessment is accomplished through a satisfaction survey instead of artifacts generated by participants.</p>	<p>Requests <i>superficially</i> demonstrates how funding will provide additional employee professional development, and does not assess learning outcomes.</p> <p>Example: the above group submits a proposal to send a team of staff and faculty to Topgolf in Renton to talk about how to obtain more grants. Assessment is accomplished by comparing scores.</p>	Information was missing
<b>Efficiency &amp; Automation</b>	<p>Request <i>clearly</i> improves efficiency and/or automation of tasks that help the institution run. The investment leads to long-term financial, time, and/or effort savings.</p> <p>Example: One-time purchase of new Disability Services software that increases efficiency, reduces human error, and makes confidentiality easier</p>	<p>Request <i>somewhat</i> improves efficiency and/or automation of tasks that help the institution run. The investment <i>may</i> lead to long-term financial, time, and/or effort savings.</p> <p>Example: Funds to purchase laptops for staff in a particular department.</p>	<p>Request <i>does not</i> improve efficiency or automation of tasks. The investment <i>does not</i> lead to long-term financial, time, and/or effort savings.</p> <p>Example: Purchase new furniture for the CC lobby</p>	Information was missing
<b>Improved Processes &amp; Procedures</b>	<p>Request <i>clearly</i> improves existing or develops new, necessary processes and/or procedures. It leads to clarity of tasks, improves customer service, and/or increases employee satisfaction.</p> <p>Example: Stipend to pay staff member to update old and develop new email templates in Starfish</p>	<p>Request <i>somewhat</i> improves existing or develops new, necessary processes and/or procedures. It <i>may</i> lead to clarity of tasks, improves customer service, and/or increases employee satisfaction.</p> <p>Example: Rewrite a procedure using AI to make is simpler and clearer</p>	<p>Request <i>does not</i> improve existing or develops new, necessary processes and/or procedures. It <i>does not</i> lead to clarity of tasks, improves customer service, and/or increases employee satisfaction.</p> <p>Example: Scholarship \$\$ to support staff taking Continuing Education courses</p>	Information was missing
<b>Innovation</b>	<p>Request is <i>innovative</i> and <i>cutting edge</i> . It proposes a new way of doing business that is positive for the institution.</p> <p>Example: Stipends for a working group that proposes a new, innvative pay structure that replaces our current Pay Grade system</p>	<p>Request <i>attempts to be</i> innovative and cutting edge. It <i>somewhat</i> proposes a new way of doing business that is positive for the institution.</p> <p>Example: Develop a program here at North that is already offered at South</p>	<p>Request is <i>not</i> innovative nor cutting edge. It <i>does not</i> propose a new way of doing business that is positive for the institution.</p> <p>Example: Funding for a yearly event that is poorly attended by staff</p>	Information was missing

Instructional and Instructional Support Program Review/Department Goals	Criteria	Rating			
		3	2	1	0
	Address or support the Department's submitted Program or Unit goals?	<p>Requests <i>clearly and effectively</i> aligns with goals from a program/unit goals from it's review.</p> <p>Example: Marketing and Communications Program Review sets a goal of increasing multilingual marketing materials in Spanish and Mandarin. Marketing and communications requests a budget line for translation services.</p>	<p>Requests <i>somewhat</i> aligns with goals from a program/unit goals from it's review.</p> <p>Example: Marketing and Communications Program Review sets a goal of increasing the visibility of North Seattle College. They request a budget line to buy billboard space on the West Seattle Bridge.</p>	<p>Request <i>does not</i> align with goals from it's unit/program review, or it did not complete it's review.</p> <p>Example: Institutional Research did not complete it's program review in 2024-25.</p>	<p>Information was missing</p>
	Impact the overall health and vitality of the program/unit?	<p>Requests <i>clearly and effectively</i> demonstrates how the request contributes to the health of the program/unit.</p> <p>Example: facilitates requests one-time funds to perform preventative maintenance on HVAC heating and cooling systems.</p>	<p>Requests <i>somewhat</i> demonstrates how the request contributes to the health of the program/unit.</p> <p>Example: parking requests one time funds to plant native plants in the street barrier along Meridian.</p>	<p>Requests superficially demonstrates how the request contributes to the health of the program/unit.</p> <p>Example: Institutional Research requests funds to buy computing resources to make Tree Frog Crypto Tokens (aka StarrCoin).</p>	<p>Information was missing</p>
TOTAL SCORE (Max: 24)					