5. Objectives & Resource Requests

The purpose of this section is to identify program objectives for the following academic year as well as resources that are needed to bring these objectives to fruition.

5.1. Program Objectives

Instructions

At least one objective should be set for the coming year. Each objective should be mapped to an institutional objective to demonstrate how it contributes to the college's goals. If needed, resources to support the objectives can be requested.

The objectives should be logical next steps the program will take in response to the data reported in the previous section. Objectives should describe actions (e.g. enhance, expand) that the program will take to move towards program outcomes and long term goals identified in Program Review. They should be observable and measurable so that progress, or completion, can be reported the following year. Each objective should be mapped to at least one related institutional objective.

Software Navigation

1. From menu on the left, click the **5.1 Objectives.**

2. Click **CHECK OUT.**

3. Click **CREATE NEW SET** or **SELECT EXISTING SET.**

   If **CREATE NEW SET**

   > **Taskstream Tip:** Use this option if you using the objectives created last year is not practical or applicable.

4. Enter into **Set Name** box "**[Program] Objectives 2022-2023."**

5. Check box to **Designate Alignment/Mapping Preference.**

6. Click **CONTINUE.**

7. Locate set and click **CREATE NEW OUTCOME.**

   > **Taskstream Tip:** Taskstream mislabels this as an <u>outcome</u>, an <u>objective</u> is being created in this section.

8. In box labeled **Outcome** type your objective, add description if needed.

9. Click **CONTINUE.**

10. Click **Add mapping.**

11. In **Select category of set to map to** use dropdown to select **Goal sets distributed to [Program].**

12. Click **Go.**

13. Click radio button next **to Institutional Goals and Objectives** for the <u>most recent year.</u>

14. Click **CONTINUE.**

15. Use checkboxes to select at least one Institutional Objective that your program objective will contribute to.

16. Click **CONTINUE.**

17. Repeat steps 7-16 for each new objective.

18. Click **CHECK IN**.

<u>If **SELECT EXISTING SET**</u>

> **Taskstream Tip:** Use this option if you would like to reuse objectives created in a previous Annual Program Plan.

4. Review existing sets and click radio button next to the **Outcome Set** you'd like to import into the current Annual Program Plan.

5. Click **CONTINUE**.

6. Locate set and click **Edit Set Name/Properties**.

7. In Set Name enter "**[Program] Objectives 2022-2023."**

8. Click checkbox to **Designate Mapping Preference**.

9. Click **CONTINUE**.

10. Click **Map** next the first imported objective.

11. Click **CREATE NEW MAPPING**.

12. In **Select category of set to map to** use dropdown to select **Goal sets distributed to [Program]**.

13. Click **Go**.

14. Click radio button next **to Institutional Goals and Objectives** for the <u>most recent year.</u>

15. Click **CONTINUE.**

16. Use checkboxes to select at least one Institutional Objective that your program objective will contribute to.

17. Click **CONTINUE.**

18. Repeat steps 10-17 for each objective.

19. Click **CHECK IN**.

20. If needed, click **Create New Outcome** to add a new objective to this set.

> **Taskstream Tip:** Taskstream mislabels this as an <u>outcome</u>, an <u>objective</u> is being created in this section.

21. If needed, **Hide** or **Delete** objectives that are no longer active.

22. Click **CHECK IN**.

5.2. Full-time Faculty Request

Instructions
Use this subsection only for requesting a **new full-time faculty member**. Each request must be linked to the objective that is supports. Complete each section of the template, special attention should be paid to the rationale.

> ✖ **Do not use** for positions that have already been approved but are not yet filled.
> ✖ **Do not use** for multiple part-time positions.
> ✖ **Do not use** for a percentage increase in an already existing position (e.g. from 75% to 100%).
> ✖ **Do not use** for positions that are funded though other sources (e.g. Strong Workforce).

Prompt	Instructions
Action Item Title	Title of resource being requested.
Position Title & Program	Provide the program and position being requested. Examples: *Photography – Instructor* *Transfer Center – Counselor* *Speech – Forensics Coach and Coordinator*
Rationale	Provide a rationale for the request that includes the following: 1. The **reason for the request** and the anticipated impact it will have on the program, e.g. why this upgrade is needed, how it will improve services to students, etc. 2. How the request is **supported by data** provided in 4.1 Data Analysis and selected objectives. 3. The **history of this request** if it was made previously but not funded.
Priority	Set a priority for each request made in this category. Only **one request** in the Facilities category should be given a **"High" priority**, only **one request** in this category should be given a **"Medium" priority**, and all others should be given a "Low" priority.

Software Navigation

1. From menu on the left, click the **5.2 Full-time Faculty Request** sub-heading then click **CHECK OUT**.

2. ***The first time this subsection is checked out***, click **CREATE NEW OPERATIONAL PLAN.**

3. Click **OK** in the pop-up.

4. Click **Select Set** then **SELECT EXISTING SET.**

5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.

6. Click **CONTINUE.**

7. Click "Mapping" checkbox next to the objective this resource would help accomplish.

8. Click **ACCEPT AND RETURN TO PLAN.**

9. Click **Add New Action** under the objective selected in step 7.

10. Complete fields in the template.

11. Click **APPLY CHANGES.**

12. Repeat steps 9-11 to include additional requests in this category.

13. Click **CHECK IN.**

14. Click on next subheading to continue.

> **Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the "Mapping" checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

5.3. Full-time Classified Request

Instructions

Use this subsection only for requesting a **new full-time classified** staff member. Each request must be linked to the objective that is supports. Complete each section of the template, special attention should be paid to the rationale.

> ✖ **Do not use** for positions that have already been approved but are not yet filled.
> ✖ **Do not use** for multiple part-time positions.
> ✖ **Do not use** for positions that are funded though other sources (e.g. Strong Workforce).

Prompt	Instructions
Action Item Title	Create a title for the request.
Position Title & Program	Enter the position being requested and the program that it will serve. Examples: *Clerk Typist II - Career Center* *Graphic Designer - Marketing and Communications*
Basic Job Description	Provide a **basic job description** for the position being requested. If applicable, use existing job descriptions that exist at Rio Hondo, available at the HR website.
Rationale	Provide a rationale for the request that includes the following: 1. The **reason for the request** and the anticipated impact it will have on the program, e.g. why this upgrade is needed, how it will improve services to students, etc. 2. How the request is **supported by data** provided in 4.1 Data Analysis and selected objectives. 3. The **history of this request** if it was made previously but not funded.
Budget Request Amount	Provide a realistic estimate for the cost of the position, if funded. Use Classified Pay Scales provided on HR website.
Priority	Set a priority for each request made in this category. Only **one request** in the Facilities category should be given a **"High" priority**, only **one request** in this category should be given a **"Medium" priority**, and all others should be given a "Low" priority.

Software Navigation

1. From menu on the left, click the **5.3 Full-time Classified Request** sub-heading then click **CHECK OUT**.

2. ***The first time this subsection is checked out***, click **CREATE NEW OPERATIONAL PLAN.**

3. Click **OK** in the pop-up.

4. Click **Select Set** then **SELECT EXISTING SET.**

5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.

6. Click **CONTINUE.**

7. Click "Mapping" checkbox next to the objective this resource would help accomplish.

8. Click **ACCEPT AND RETURN TO PLAN.**

9. Click **Add New Action** under the objective selected in step 7.

10. Complete fields in the template.

11. Click **APPLY CHANGES.**

12. Repeat steps 9-11 to include additional requests in this category.

13. Click **CHECK IN.**

14. Click on next subheading to continue.

> **Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the "Mapping" checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

5.4. Full-time Administrator Request

Instructions
Use this subsection only for requesting a **new full-time administrator**. Each request must be linked to the objective that is supports. Complete each section of the template, special attention should be paid to the rationale.

> ✖ **Do not use** for positions that have already been approved but are not yet filled.
> ✖ **Do not use** for positions that are funded though other sources (e.g. Strong Workforce).

Prompt	Instructions
Action Item Title	Create a title for the request.
Position Title & Program	List the position being requested that the program it will serve. Examples: *Child Development Center – Assistant Director* *Information Technology – Customer Service Coordinator*
Rationale	Provide a rationale for the request that includes the following: 1. A **basic job description** for the position being requested. If applicable, use existing job descriptions that exist at Rio Hondo, available at the HR website. 2. The **reason for the request** and the anticipated impact it will have on the program, e.g. why this upgrade is needed, how it will improve services to students, etc. 3. How the request is **supported by data** provided in 4.1 Data Analysis and selected objectives. 4. The **history of this request** if it was made previously but not funded.
Budget Request Amount	Provide a realistic estimate for the cost of the position, if funded.
Priority	Set a priority for each request made in this category. Only **one request** in the Facilities category should be given a **"High" priority**, only **one request** in this category should be given a **"Medium" priority**, and all others should be given a "Low" priority.

Software Navigation

1. From menu on the left, click the **5.4 Full-time Administrator Request** sub-heading then click **CHECK OUT**.

2. ***The first time this subsection is checked out***, click **CREATE NEW OPERATIONAL PLAN.**

3. Click **OK** in the pop-up.

4. Click **Select Set** then **SELECT EXISTING SET.**

5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.

6. Click **CONTINUE.**

7. Click "Mapping" checkbox next to the objective this resource would help accomplish.

8. Click **ACCEPT AND RETURN TO PLAN.**

9. Click **Add New Action** under the objective selected in step 7.

10. Complete fields in the template.

11. Click **APPLY CHANGES.**

12. Repeat steps 9-11 to include additional requests in this category.

13. Click **CHECK IN.**

14. Click on next subheading to continue.

> **Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the "Mapping" checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

5.5. Facilities Request

Instructions

Use this subsection to make a resource **request related to facilities, e.g. repairs, improvements, or upgrades to the physical campus environment.** Each request must be linked to the objective that is supports. Complete each section of the template, special attention should be paid to the rationale.

Prompt	Instructions
Action Item Title	Create a title for the request that includes the work being requested and the location. Examples: *Install Security Gate – Child Development Center* *Replace Carpet – Bldg. A, Room 202-205* *Clean Student Benches – SS Building, First Floor*
Rationale	Provide a rationale for the request that includes the following: 1. The **reason for the request** and the anticipated impact it will have on the program, e.g. why this upgrade is needed, how it will improve services to students, etc. 2. How the request is **supported by data** provided in 4.1 Data Analysis and selected objectives. 3. The **history of this request** if it was made previously but not funded.
Budget Request Amount	Provide a realistic estimate for the cost of the request, if funded.
Priority	Set a priority for each request made in this category. Only **one request** in the Facilities category should be given a **"High" priority**, only **one request** in this category should be given a **"Medium" priority**, and all others should be given a "Low" priority.

Software Navigation

1. From menu on the left, click the **5.5 Facilities Request** sub-heading then click **CHECK OUT**.

2. ***The first time this subsection is checked out***, click **CREATE NEW OPERATIONAL PLAN.**

3. Click **OK** in the pop-up.

4. Click **Select Set** then **SELECT EXISTING SET.**

5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.

6. Click **CONTINUE.**

7. Click "Mapping" checkbox next to the objective this resource would help accomplish.

8. Click **ACCEPT AND RETURN TO PLAN.**

9. Click **Add New Action** under the objective selected in step 7.

10. Complete fields in the template.

11. Click **APPLY CHANGES.**

12. Repeat steps 9-11 to include additional requests in this category.

13. Click **CHECK IN.**

14. Click on next subheading to continue.

> **Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the "Mapping" checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

5.6. Technology Request

Instructions
Use this subsection to make a **resource request related to technology, e.g. upgrades to existing systems, improvement to connectivity, etc.** Each request must be linked to the objective that is supports. Complete each section of the template, special attention should be paid to the rationale.

Prompt	Instructions
Action Item Title	Create a title for the request that includes the item being requested and the location, or program, being supported. Examples: *Wireless Internet Booster – KDA Building* *Replacement of Projectors and Computers – B Bldg, Rooms 201, 202, 203*
Rationale	Provide a rationale for the request that includes the following: 1. The **reason for the request** and the anticipated impact it will have on the program. 2. How the request is **supported by data** provided in 4.1 Data Analysis and selected objectives. 3. The **history of this request** if it was made previously but not funded.
Budget Request Amount	Provide a realistic estimate for the cost of the request, if funded.
Priority	Set a priority for each request made in this category. Only **one request** in the Budget Augmentation category should be given a **"High" priority**, only **one request** in this category should be given a **"Medium" priority**, and all others should be given a "Low" priority.

Software Navigation

1. From menu on the left, click the **5.6 Technology Request** sub-heading then click **CHECK OUT**.

2. ***The first time this subsection is checked out***, click **CREATE NEW OPERATIONAL PLAN**

3. Click **OK** in the pop-up.

4. Click **Select Set** then **SELECT EXISTING SET.**

5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.

6. Click **CONTINUE.**

7. Click "Mapping" checkbox next to the objective this resource would help accomplish.

8. Click **ACCEPT AND RETURN TO PLAN.**

9. Click **Add New Action** under the objective selected in step 7.

10. Complete fields in the template.

11. Click **APPLY CHANGES.**

12. Repeat steps 9-11 to include additional requests in this category.

13. Click **CHECK IN.**

14. Click on next subheading to continue.

> **Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the "Mapping" checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

5.7. Instructional Equipment Request

Instructions

Use this subsection to make a resource request related to **instructional equipment, e.g. supplies, physical equipment, or material that is used by, or to teach, students**. Requests may be for a one-time purchase (e.g. equipment) or an ongoing cost (e.g. film for cameras). Each request must be linked to the objective that is supports. Complete each section of the template, special attention should be paid to the rationale.

Prompt	Instructions
Action Item Title	Create a title for the request that includes the item being requested and the location, or program, being supported. Examples: *Film Budget – Photography Program* *Replacement of Laboratory Glassware – Chemistry*
Rationale	Provide a rationale for the request that includes the following: 1. The **reason for the request** and the anticipated impact it will have on the program. 2. How the request is **supported by data** provided in 4.1 Data Analysis and selected objectives. 3. The **history of this request** if it was made previously but not funded.
Budget Request Amount	Provide a realistic estimate for the cost of the request, if funded.
Priority	Set a priority for each request made in this category. Only **one request** in the Instructional Equipment category should be given a **"High" priority**, only **one request** in this category should be given a **"Medium" priority**, and all others should be given a "Low" priority.

Software Navigation

1. From menu on the left, click the **5.8 Budget Augmentation Request** sub-heading then click **CHECK OUT**.

2. ***The first time this subsection is checked out***, click **CREATE NEW OPERATIONAL PLAN**

3. Click **OK** in the pop-up.

4. Click **Select Set** then **SELECT EXISTING SET.**

5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.

6. Click **CONTINUE.**

7. Click "Mapping" checkbox next to the objective this resource would help accomplish.

8. Click **ACCEPT AND RETURN TO PLAN.**

9. Click **Add New Action** under the objective selected in step 7.

10. Complete fields in the template.

11. Click **APPLY CHANGES.**

12. Repeat steps 9-11 to include additional requests in this category.

13. Click **CHECK IN.**

14. Click on next subheading to continue.

> **Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the "Mapping" checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.

5.8. Budget Augmentation Request

Instructions

Use this subsection to request an **augmentation to the program budget, e.g. new part-time position, an increase in the percentage of an employee, non-instructional materials, media or software subscriptions, etc.** Generally, requests in this category will be an ongoing expense to the college. Each request must be linked to the objective that is supports. Complete each section of the template, special attention should be paid to the rationale.

Prompt	Instructions
Action Item Title	Create a title for the request that includes the item being requested and the location, or program, being supported. Examples: *Increase in Coordinator Release Time – Math and Science Center* *Scholarship Database Annual License – Financial Aid Office*
Rationale	Provide a rationale for the request that includes the following: 1. The **reason for the request** and the anticipated impact it will have on the program. 2. How the request is **supported by data** provided in 4.1 Data Analysis and selected objectives. 3. The **history of this request** if it was made previously but not funded.
Budget Request Amount	Provide a realistic estimate for the cost of the request, if funded.
Priority	Set a priority for each request made in this category. Only **one request** in the Budget Augmentation category should be given a **"High" priority**, only **one request** in this category should be given a **"Medium" priority**, and all others should be given a "Low" priority.

Software Navigation

1. From menu on the left, click the **5.8 Budget Augmentation Request** sub-heading then click **CHECK OUT**.

2. ***The first time this subsection is checked out***, click **CREATE NEW OPERATIONAL PLAN**

3. Click **OK** in the pop-up.

4. Click **Select Set** then **SELECT EXISTING SET.**

5. Select the applicable set of objectives created in section 5.1 Objectives, e.g. [Program] Objectives 2022-2023 or [Program] Action Plan Fall 2022.

6. Click **CONTINUE.**

7. Click "Mapping" checkbox next to the objective this resource would help accomplish.

8. Click **ACCEPT AND RETURN TO PLAN.**

9. Click **Add New Action** under the objective selected in step 7.

10. Complete fields in the template.

11. Click **APPLY CHANGES.**

12. Repeat steps 9-11 to include additional requests in this category.

13. Click **CHECK IN.**

14. Click on next subheading to continue.

> **Taskstream Tip:** If additional objectives, from section 5.1, need to be included click Select Set and click the "Mapping" checkbox next to the desired objectives then click ACCEPT AND RETURN TO PLAN and the objective(s) will be visible.