

PRAC Instructional Presentation Packet 2025-2026

Section 1: Program Information

Program/Department Name:

Academic Year:

Author(s):

Dean/Director:

Date Submitted:

Program Overview (3-5 sentences): (*Describe the mission, primary instructional areas, major awards/certificates, and student populations served.*)

Section 2: Summary of All Resource Requests

Request #	Nature of Request: (Personnel, Equipment, Facilities, Technology, Professional Development, Curriculum/Compliance, Other)	Estimated Cost / Resource Need	Priority Ranking (1-5 1=High	Dean Priority Ranking

Section 3: Detailed Justification for Each Request (Aligned with PRAC Criteria)

Repeat this section for EACH request.

A. Nature of the Request

B. PRAC Criterion 1: Alignment with Mission & Plan 2030

C. PRAC Criterion 2: Evidence of Need—Data Supporting the Request

Include **specific, recent data** demonstrating needs. Examples:

- Enrollment (FTES/FTEF trends)
- Fill rates, retention, success, disproportionate impact data
- Course success in gateway/transfer-level courses
- SLO/PLO assessment findings
- Labor market demand (for CTE)
- Facilities/technology condition data
- Compliance or regulatory requirements

Required: Summarize all key data below. Attach charts/tables as needed.

Data Summary:

D. PRAC Criterion 3: Impact on Student Learning & Program Quality

Describe how this request will:

- Improve teaching and learning
- Enhance curriculum quality
- Support pedagogical innovation
- Ensure program viability or accreditation
- Improve course offerings or student access

Response:

E. PRAC Criterion 4: Impact on Closing Equity Gaps

PRAC evaluates the degree to which requests *directly address equity gaps* for disproportionately impacted groups.

Describe:

- Which student groups stand to benefit
- Relevant DI data (success, retention, persistence, completion)
- Equity-minded strategies embedded in this request
- Expected measurable improvements in student outcomes

Equity Impact Narrative:

F. PRAC Criterion 5: Feasibility & Stewardship

Explain:

- Cost-effectiveness
- Ability to implement within 1–3 years
- Ongoing vs. one-time costs
- Operational sustainability
- Whether the request leverages existing resources

Response:

G. PRAC Criterion 6: Consequences of Not Funding the Request

Describe risks or impacts if the request is not funded: (*Below are examples*)

- Accreditation or regulatory risk
- Program viability concerns
- Declining enrollment or quality
- Barriers to transfer or certificate completion
- Continued equity gaps
- Safety or compliance issues

Response:

Section 4: Program-Level Prioritization (Narrative)

How did the program determine the ranking of requests? (*Describe criteria used by the program—data significance, student impact, accreditation, feasibility, safety, equity.*)

Priority Narrative:

Section 5: Dean's or Director's Prioritization & Comments

(To be completed by the supervising Dean or Director.)

Dean's or Director's Priority Ranking Summary:

Dean's or Director's Comments:

Section 6: Supporting Documents (Optional)

List any supporting documents or data visualizations attached. Examples include but not limited to:

- Data dashboards
- Enrollment trend charts
- FTES/FTEF reports
- SLO/PLO assessment summaries
- Labor market data
- Advisory board minutes
- Facilities/technology reports

Section 7: Signatures

Program Author(s): _____

Department Chair/Coordinator: _____

Dean/Director: _____

Date: _____