

## PRAC Instructional & Non-Instructional Presentation Guidelines

The sections below are guidelines for creating and completing your PRAC presentation. Please address the areas in discussions with faculty and staff in your areas based on allocation requests. You will not need to repeat all your responses during your PRAC presentation; however, these sections will guide PRAC in seeking more information about the requests presented.

### Section 1: Program Information

Program/Department Name:

Academic Year:

Author(s):

Dean/Director:

Date Submitted:

Program Overview (3–5 sentences): (Example: *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/Director Priority Ranking

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

*Consider addressing 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 are below)*

- Enrollment (FTES/FTEF trends)
- Fill rates, retention, and success 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

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

Describe how this request will: *(Examples are below)*

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

#### **E. PRAC Criterion 4: Impact on Closing Equity Gaps**

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

Describe: *(Examples are below)*

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

#### **F. PRAC Criterion 5: Feasibility & Stewardship**

Explain: *(Examples are below)*

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

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

Describe risks or impacts if the request is not funded: *(Examples are below)*

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

### Section 4: Program-Level Prioritization (Narrative)

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

### 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: \_\_\_\_\_