

Institutionalization Procedure

Many innovative special educational support programs are initiated with temporary funds from grants from external sources such as foundations or governmental agencies or from discretionary institutional resources. These special programs originated to address some deficit in educational opportunity or fill an educational need. Therefore, the assessment of whether a program should be considered for institutionalization depends on whether it can validate its benefit to students and the college, thus moving them from one-time or temporary funding to recurring institutional or general funding.

Subject to normal Budget Process and treated like any other annual review.

Scope – This procedure is to be used by programs or line items for a specific purpose or activity.

- The activity should have already used one-time or temporary funding for a minimum of two years.
- The activity should have been included in Program Review and there is a reference of positive support (along with other supporting data).

Process Guidelines for Approved Institutional Funding:

- Can be changed at next Program Review Cycle.
- Can be changed (withdrawn) due to College Wide funding reductions.
- Can be changed due to new Goals, Strategies and reorganizations.

There is no permanent funding guarantee for approved Institutional Funding requests.

The committee recommends that programs wanting to be institutionalized at Fullerton College proceed according to the Institutionalization Timeline and Process described below.

Timeline	Action	Responsible Parties
One week prior to first PAC meeting of fall semester	Submit request for Institutionalization to President and ask to be placed on PAC agenda	Requestor / President
First PAC meeting of fall semester	PAC initiates a shared governance Committee to review request submitted	Committee: Resource members include Vice President of Administrative Services, Director of Institutional Research & Planning, and VP that oversees program. Voting members include: 1 manager, 1 faculty, 1 classified, 1 student
Week following first PAC meeting of fall semester	Committee meets with requestor to review process and documentation required for preparing report	Requestor / Committee
Mid fall semester (October)	Requestor prepares Institutionalization Request Report	Requestor with assistance of applicable staff / Committee Resource members
Determined by Committee; Prior to final PAC meeting of fall semester	Committee establishes timeline to review and evaluate report using the Campus Integration Evaluation model	Committee
Date to be set by Committee (must be prior to the final PAC meeting of the fall semester)	Committee submits evaluation and completed institutional request report to FC Planning & Budget Steering Committee and PAC at least two weeks prior to the final PAC meeting.	Committee
Prior to final PAC meeting of fall	Requestor reports to PAC; FC	Requestor / Committee / PAC /

semester	Planning & Budget Steering Committee submits a recommendation to PAC as to financial feasibility of institutionalization of the program; PAC makes a recommendation to President whether program is or is not to be institutionalized.	President
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I. Institutionalization Request Report

The Requestor will prepare a report for the shared governance committee appointed at PAC and include the following information.

1. Program Background
 - 1.1. Provide a brief history of the program, specifying its purpose and goals.
 - 1.2. Provide evidence that the purpose and goal are being met. Include evidence of the program's impact e.g. data from surveys, student tracking, number of students served, etc.
 - 1.3. Provide a rationale for this institutional request and include what you believe will be the positive and negative impacts to the students served and the campus overall, if the program ends.
2. Cost Analysis
 - 2.1. Include the annual budget for the program with a summary of expenditures over the life of the program using the spreadsheet provided.
 - 2.2. Estimate program costs over the next two years and provide a proposal for managing these costs.
 - 2.2.1. personnel
 - 2.2.2. equipment
 - 2.2.3. facilities
 - 2.2.4. other
3. Equity and Diversity
 - 3.1. Describe how the program has contributed to equity and diversity, including how it has met the adaptive needs of disabled students.
4. Personnel
 - 4.1. List the current positions directly funded by this program and provide a job description for each.
5. Students
 - 5.1. Identify the students targeted and indicate the number directly served by this program.
6. Facilities
 - 6.1. Describe the facility requirements of the program
 - 6.2. Where is the program currently located?
 - 6.3. Is the location satisfactory? If no, explain.
 - 6.4. List the equipment needs of the program
7. Curriculum
 - 7.1. Describe any impact the program has had on curriculum.
8. Program Timeline
 - 8.1. Specify the time (month/year) in which the program began and (if applicable) time (month/year) when it is scheduled to end.

II. Campus Integration Evaluation

The shared governance committee appointed at PAC will review the proposal submitted by the program requesting institutionalization and will evaluate the program based on the following campus integration model using three separate components. Below are several discussion points, questions for each of the three components.

Structural Integration

- 1.1. Is the program included in the long-term plans of the college?
- 1.2. Are the goals of the program a part of the mission or vision of the college?
- 1.3. Is the program featured in the annual report of the college?
- 1.4. Is there an established advisory committee?
- 1.5. Is the program identifiable in the college budget?
- 1.6. Are there long-term benefits for having the program?
- 1.7. Is there another program, director or department on campus that could oversee this program?
- 1.8. What are the risks if any to the campus/district if this program is not considered?
- 1.9. Other - explain

2. Procedural Integration

- 2.1. Is the program included in the college catalog? If so, provide a copy.
- 2.2. Is the program included in the class schedule? If so, provide an example.
- 2.3. Is program participation noted on transcripts? If so, provide an example and supporting documentation.
- 2.4. Is there a type of recognition or reward for students and/or faculty that participate in the program? If so, describe each award and the selection criteria.
- 2.5. Is there recognition in the community or among external organizations? If so, describe the recognition method and selection criteria.
- 2.6. Is there an outreach or marketing plan? If so, provide a copy of the plan.
- 2.7. Other - explain.

3. Cultural Integration

- 3.1. Does the college community support the program? (Provide letters of endorsement/support.)
 - 3.1.1. Deans Council / Managers
 - 3.1.2. Faculty Senate
 - 3.1.3. Student Government
 - 3.1.4. Classified Senate
- 3.2. Do faculty leaders encourage other faculty and other groups (i.e., classified, students, and management) to promote and use the program?
- 3.3. Do faculty or others experienced in the program mentor newer faculty and other groups (i.e., classified, students, and management) in the program?
- 3.4. Is there awareness of the program on campus?
 - 3.4.1. Administration/Management
 - 3.4.2. Faculty
 - 3.4.3. Students
 - 3.4.4. Classified Staff
- 3.5. Is training provided for managers, faculty and/or classified staff so they can develop skills to put the program in use?
- 3.6. Is there literature describing the program to students, faculty and others?
- 3.7. Is the program presented at new faculty orientations?
- 3.8. How is information about the program distributed on and off campus?
- 3.9. Other - explain.