

VALENCIA COMMUNITY COLLEGE STRATEGIC BUDGET INITIATIVE

PROCEDURES

In November of each year, the College Planning Council will invite faculty and staff to prepare proposals for Strategic Budget Initiatives (SBIs). The invitation will provide supporting documents to include:

- SBI Statement of Purpose and Definition
- SBI Procedures
- SBI Proposal Assessment Criteria and Scoring Rubric
- SBI Proposal Cover Page
- SBI Abstract Form (maximum one-page)
- SBI Narrative Guidelines
- SBI Project Budget Suggestions
- Timeline for submission of forms and proposals, and
- List of resources to assist with the development of proposals.

Procedures for Developing and Submitting a Strategic Budget Initiative

1. Read the SBI Statement of Purpose and Definition to be sure that your ideas will meet the required criteria.
2. Submit the cover sheet and one-page abstract for the SBI proposal. It will be due at least one month in advance of complete proposals (Dates posted on website).
3. Use the Strategic Budget Initiative Narrative Proposal Guidelines and the Budget Guidelines for writing the proposal. The narrative should be limited to 3 pages with font size no smaller than 10 point in Microsoft Word format with a 1.5 inch left margin. Do not include names of individuals in the narrative or the abstract. The narrative must clearly identify each of the 8 criteria as outlined on the Proposal Assessment Criteria and Scoring Rubric. The Proposal Budget should be prepared using the Budget Form.
4. The Strategic Budget Initiative Review Group will have primary responsibility for evaluating SBI proposals. The chair and co-chair of the Strategic Budget Initiative Review Group, after receiving cover sheets and abstracts for the proposals, will:
 - review the group's membership and replace any members that intend to submit proposals or participate significantly in preparing them, and
 - meet with the Learning Leadership Team to review the cover sheets and abstracts. The Learning Leadership Team will identify complementary ideas and notify authors of opportunities for collaboration at least two weeks before complete proposals are due.
5. Each member of the Strategic Budget Initiative Review Group will receive copies of the complete proposals and evaluate each proposal using the Proposal Assessment Criteria and Scoring Rubric. Each member will rank the proposals, using the All Proposal Ranking form, and submit the Ranking form to the co-chairs of the Strategic Budget Initiative Review Group. The co-chairs will compile all rankings*, convene a group meeting for discussion, and lead discussion of ranking results.

6. The Strategic Budget Initiative Review Group will submit the final ranking of proposals to the College Planning Council. The co-chairs will be responsible for presenting the results to the College Planning Council. Applications found to be more appropriate for a different funding source will be returned to the applicant with instructions on how to seek funding from the most appropriate source.

* If a member has given multiple proposals the same rank, the chair will scale that member's ranks before computing the sum of all members' rankings. In the process, the chair will ensure that the member has assigned the same total number of points as other scorers, and that the member's ordering has been preserved.

EXAMPLE

Proposal	Rank	Scaled Rank
A	1	1
B	2	2
C	3	$(3 + 4 + 5)/3 = 4$
D	3	$(3 + 4 + 5)/3 = 4$
E	3	$(3 + 4 + 5)/3 = 4$
F	4	6
G	5	7
H	6	8
I	7	$(9 + 10)/2 = 9.5$
J	7	$(9 + 10)/2 = 9.5$
K	8	11