

## Operational Unit Program Review Continuous Quality Improvement Proposal (CQIP) Resource:

<b>Operational:</b> Board Policy?	□ Yes	□ No	Administrative Procedure?	□ Yes	□ No	
<b>Fiscal:</b> □ One-time Fun	nds	□ Ongoin	ng Funding			
Issue: Briefly describe the issue.						
<b>Vision/Mission/Institutional Master Plan Alignment:</b> Address if this proposal is aligned with the College's vision, mission, and/or a strategic goal within the Institutional Master Plan. Usually these proposals have quoted a portion of one or more of areas being aligned with.						
Program Revi	iew Obje	<b>ctive:</b> Ident	ify Program Review Objective/Effort ij	f applicable.		
Background: got here.	Describe the	e background	on this issue – where we are at the pre	esent time an	nd how we	

Rationale: Explain the reasoning behind the proposed improvements.					
<b>Budgetary Impact:</b> Detail any funding impact to the proposed improvements; sometimes this is a reduction in expenses, and sometimes there is increased spending needs to accomplish the improvements (e.g., a capacity issue within a programmatic area). However, sometimes the proposed improvement has no budgetary impact as it is a process or procedure improvement that does not have a financial component to it. Please explain and justify the extent of the impact(s) here.					
<b>Resource Allocation Adjustments (if any):</b> Like with fiscal impacts, process and procedure improvements can require changes in how resources on campus are allocated; it could be streamlining people's time, or tasks, or workflows, etc. Or the CQIP is addressing capacity issues for a programmatic area; in these circumstances there is likely both a budgetary impact AND resource allocation adjustment. These adjustments are detailed here.					
<b>Recommendation:</b> The recommendation is usually to implement the proposed improvement, and this gives a chance to briefly summarize the issue and its positive impact. In matters of budgetary increase requests this is a good place to reiterate and document the justification.					
Submitted By: Date:					
Action Taken:					