

San Diego Miramar College  
Facilities, Health, and Safety Committee  
**Facility Resource Prioritization Process**  
April 2025

### Purpose

On a periodic basis, Miramar college will document and prioritize facility needs. This prioritization process should be integrated with other planning processes and should utilize data from program review. The Facilities, Health, and Safety Committee's responsibility is to periodically review the process, make recommendations to College Council for modification, and to ensure that the process is conducted on a regular schedule. The results of the prioritization process will be utilized to allocate resources by Executive Cabinet when they become available. Both the periodic prioritization and any allocations will be posted on the FHS committee webpage.

### Process

- Institutional Effectiveness extracts resource requests from the current program review
- Data is sorted on **Status of Request** to include only **ACTIVE** resource requests
- Data is sorted on **One-time or Ongoing** to include only **ONGOING** resource requests
- Data is sorted on **Type of Request** to include only **FACILITIES - MINOR REVISIONS/UPDATES** or **FACILITIES - NEEDS NEW FACILITY**
  - Requests for the purchase and installation of equipment or furniture will not be considered. These requests must utilize the Request for One-time Resource process through BRDS
- Duplicates caused by multiple goal alignments are deleted
- **Priority Rank** column is added between Description and Priority Timeline columns
- Worksheet is modified to add tabs to combine resource requests by **PROGRAM**
- There will be a two-week review process to correct errors in resource request
- Worksheets are sent to Dean/Director/Manager for prioritization with Chair/Lead
  - Prioritization is by forced rank. There may not be any duplicate ranks
- Program worksheets are returned to FHSC and combined into one worksheet
- FHSC members force rank all resource requests and an **AVERAGE RANK** is added to the worksheet
- All resource requests are sorted on average rank, lowest number is highest priority
- Final worksheet is sent to Executive Cabinet, PIER, and College Council
- Executive Cabinet will allocate resources as they become available
- Final prioritization and any allocations will be posted to the FHSC webpage

### Timeline

Annually in February and March

### Workflow

Unit completion of Program Review

Resource request data extracted by Institutional Effectiveness and provided to FHSC

FHSC sorts data

Prioritization process occurs

Results of prioritization are provided to PIER and then College Council as information item

Executive Cabinet allocates resources as they become available

Prioritization and any allocations are posted on the FHS committee webpage