

San Diego Miramar College  
Budget and Resource Development Subcommittee (BRDS)  
**One-time Resource Prioritization Process**  
April 2025

### Purpose

On a periodic basis, Miramar college will document and prioritize one-time supply, equipment, and technology needs. This prioritization process should be integrated with other planning processes and should utilize data from program review. The Budget and Resource Development Subcommittee's responsibility is to periodically review the process, make recommendations to PIER and 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 BRDS when they become available. Both the periodic prioritization and any allocations will be posted on the BRDS 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 **SUPPLIES, EQUIPMENT, TECHNOLOGY, PROFESSIONAL DEVELOPMENT, and OTHER**
- Duplicates caused by multiple goal alignments are deleted
- **SCHOOL RANK, TECH RANK, BRDS MEMBER RANK, BRDS COMMITTEE RANK** columns are added after Unit Goal Alignment column
- 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 BRDS, combined into one worksheet and sent to Technology Committee for prioritization of Technology items
- Combined worksheet is then force ranked by BRDS committee members and an **AVERAGE RANK** is added to the worksheet
- All resource requests are sorted on average rank, lowest number is highest priority
- BRDS will allocate available resources from BRDS Unrestricted, PPIS, and Lottery funds
- Final prioritization and any allocations will be posted to the BRDS webpage

### Timeline

Annually in September and October

### Workflow

Unit completion of Program Review

Resource request data extracted by Institutional Effectiveness and provided to BRDS

BRDS sorts data

Prioritization process occurs

Results of prioritization are provided to BRDS

BRDS allocates resources

Prioritization and any allocations are noted at PIER and College Council and posted on the BRDS webpage