

**Educational Master Planning Committee
Program Review Web Application Training (Resource Requests)
November 5, 2010, 10:00 a.m.
Board Room**

Attendees: Becky Green, Brian McNeece, Bruce Seivertson, Cathy Zazueta, Daniel Gilison, James Patterson, Janis Magno, John Lau, Kathy Berry, Krista Byrd, Kseniya Kareva, Lianna Zhao, Taylor Ruhl, Ted Ceasar, Terry Norris, Todd Finnell, Trinidad Arguelles, Tina Aguirree, Janeen Kalin, Silvia Murray, Carlos Fletes

Presenter: Jan Magno, Dean of Enrollment Services

Note Taker: Linda Amidon

Jan Magno, Dean of Enrollment Services, demonstrated the new resource request feature of the program review web application. She explained that this feature is to be used to request new or additional resources for the next budget year. The feature is currently inactivated pending the go ahead from Business Services to begin entering requests. Once resources requests are approved by the dean and executive administrator, the budget requests can be entered into the annual program review web application once the budget guidelines are distributed by Business Services.

Helpful features currently include the following:

- resource request reports can be generated by org, cost center, or all
- EMPC resource plan committees can generate plan reports that include all orgs that submitted requests

Some of the current issues identified with the resource requests feature include the following:

- users can delete another users requests in the drop-down menu
- not all accounts have been set up yet; contact Omar Ramos to set up
- the org assignments must be revised to align with the recent reorganization
- need to add adjunct faculty and professional costs

Dean Magno informed attendees that for the next training session GEN 1 (first draft of the budget) will be open for programs to begin entering 4000 and 5000 line items; the budget will be a status quo budget. There will be several drafts of the budget before it is finalized.