Other Equipment Process for Prioritization:

Budget Committee Other Equipment Program Review Requests

In an effort to follow suit with other campus recommending committee and to make the prioritization process more transparent, the Budget Committee would like to offer an alternative to the current prioritization process.

Beginning now, Fall Semester 2016, the process will be as follows:

• Other equipment requests submitted through Program Review in October.

• A list of all requests are forwarded to the committee from the Program Review committee.

• At the November Budget Committee meeting, those who submitted a request (or their designee) will be given the opportunity to make a case for their requests in a two-minute presentation to the committee.

• Only those committee members who have attended at least 2 of the previous committee meetings held that semester will be eligible to vote..

• Committee members will vote to *prioritize approve up to 50% of* the requests presented. *For example, if 30 presentations are made, committee members will vote for any 15 of the 30 that they believe should be fulfilled, given available funding.*

• Once the votes are counted, any ties will be decided by a subsequent of the committee. Once all of the requests are prioritized, they will be completed as funding becomes available. Any requests that will be funded by alternate sources, such as grant monies, will be excluded from this process.