

The logo for San Diego Mesa College features the words "SAN DIEGO" in a smaller, all-caps, sans-serif font positioned above the word "MESA COLLEGE" in a larger, all-caps, serif font. The letters of "MESA" and "COLLEGE" are closely spaced, with the "M" and "C" being particularly prominent. The text is centered on a white background.

SAN DIEGO MESA COLLEGE

BARC REQUESTS

Submitting requests as part of the Program Review process

TODAY'S AGENDA

- ① Process Overview
- ① Accessing Request in TaskStream
- ① Presentation of the new form and rubric
 - ① Review and discuss example requests (strong & weak examples)
 - ① Q & A

PROCESS OVERVIEW

- ⦿ During the Program Review process, the department / service area identifies the need for one-time purchases of supplies, budget requests, or facilities requests
- ⦿ Within the online Program Review system, the BARC Request is downloaded, completed, and reattached in the correct module.
- ⦿ The BARC Committee reviews and scores these requests based on the established scoring rubric. Based on the scores, the BARC develops a prioritized list of the requests.
- ⦿ The prioritized list is forwarded to Planning and Institutional Effectiveness Committee (PIE) for recommendation.
- ⦿ PIEC recommends the prioritized list to President's Cabinet for review and recommendation to the President for approval.

POINTS TO CONSIDER

- ⦿ Prioritized list is not a guarantee for funding. President approval is required.
- ⦿ Incomplete requests will not be scored.
- ⦿ At this time, Requests are not rolled over.
- ⦿ The requestor is responsible for obtaining quotes. The Business Office will assist when possible.
- ⦿ If a request makes the prioritization list, but the quote or scope of work was incomplete, the request may not be funded

WHERE TO FIND THE FORM

Administrative Support Services

Business Services

- [Administrative Services Assessment & Action Plan >>](#)
- [Administrative Services Program Review 2014/15 >>](#)
- [Administrative Services Program Review 2015/16 UPDATE >>](#)
- [Administrative Services Program Review 2016/17 UPDATE >>](#)

1. Once in TaskStream,
Click on your department's
2016/17 UPDATE:



Request Forms

- [BARC & Facilities Requests](#)
- [Classified Staff Requests](#)
- [Faculty Position Request 1](#)
- [Faculty Position Request 2](#)
- [Faculty Position Request 3](#)



2. On the left-hand side menu
bar OR the main screen, click
on "BARC & Facilities Requests"

WHERE TO FIND THE FORM

BARC & Facilities Requests

Directions

Please locate the "BARC TEMPLATE" form in the attachment section below. Please download this form and read its instructions. You can make the single BARC & Facilities Request form. Once you have completed and saved it, please upload it back into TaskStream. For questions and training, please contact [Taj George](#) x2990.

*Note: All One Time Requests must have a quote or they will not be scored. Please attach quotes to this section as well.

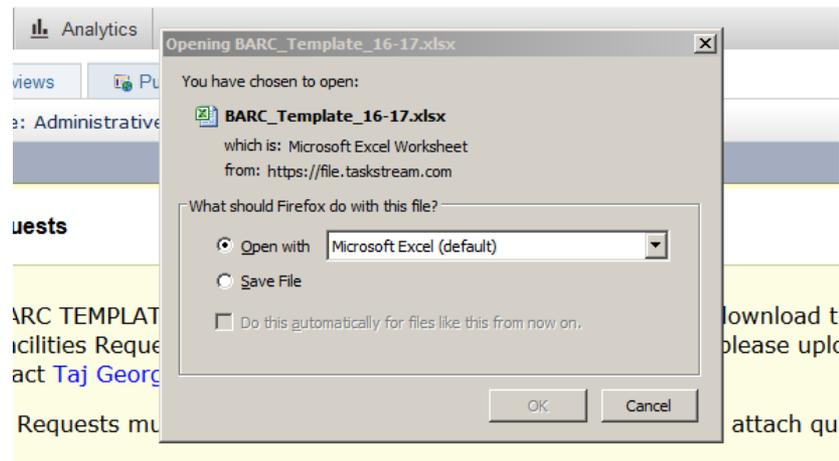
1. To begin, please **Check Out** this requirement.
2. Download and complete the *BARC Template* form (Excel file).
3. Save the form.
4. Now, attach the saved form back into Taskstream. To attach files, select the **Attachments** icon at the bottom left of the screen.
5. Select the **Upload from Computer** button and then select the gray + **Add Files** button to locate the file on your computer.
6. Once the file is located, select the **Open** button.
7. Next, select the gray **Upload and Close** button on the bottom right of that screen.
8. Once you see your file uploaded, click the **Save & Return** button.
9. Remember to **Check In** this requirement when you are finished.

File Attachments:

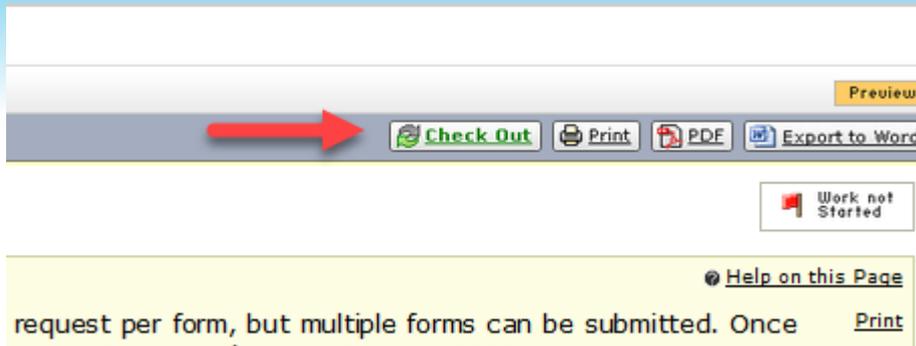
1. [BARC RUBRIC 16-17.xlsx](#)
2. [BARC Template 16-17.xlsx](#)

3. Then, Click the BARC Template 16-17.xlsx. The rubric is also located here to see what criteria the committee will be using.

4. A window will pop up asking you to save or open the file. You can do either as long as you "Save As" to your own files to upload upon completion.

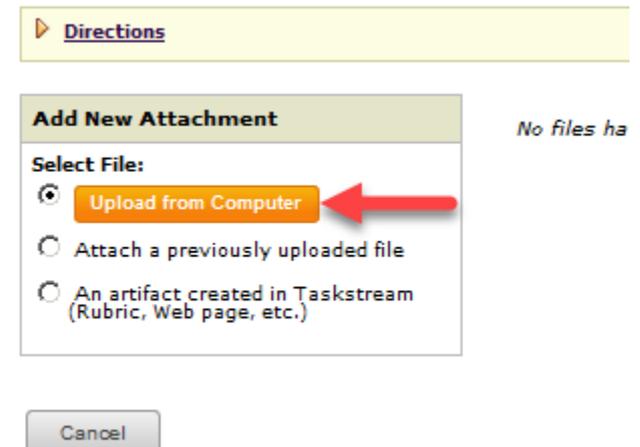


UPLOADING INTO TASKSTREAM



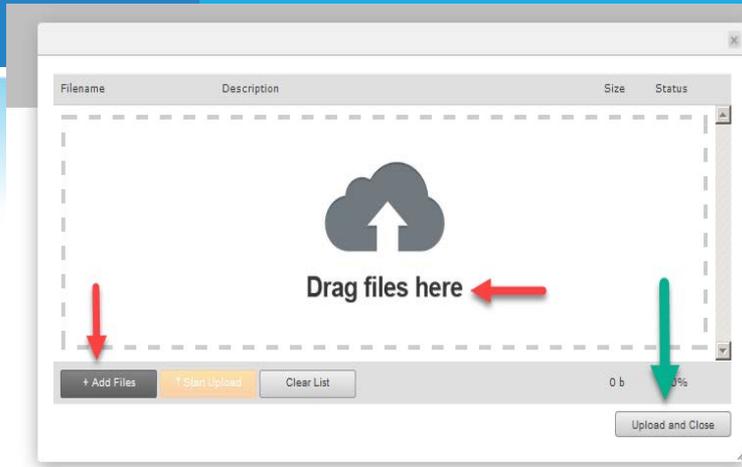
5. To reattach into TaskStream, checkout the module...

6. Then at the bottom of the screen, hit “Add Attachments” ...



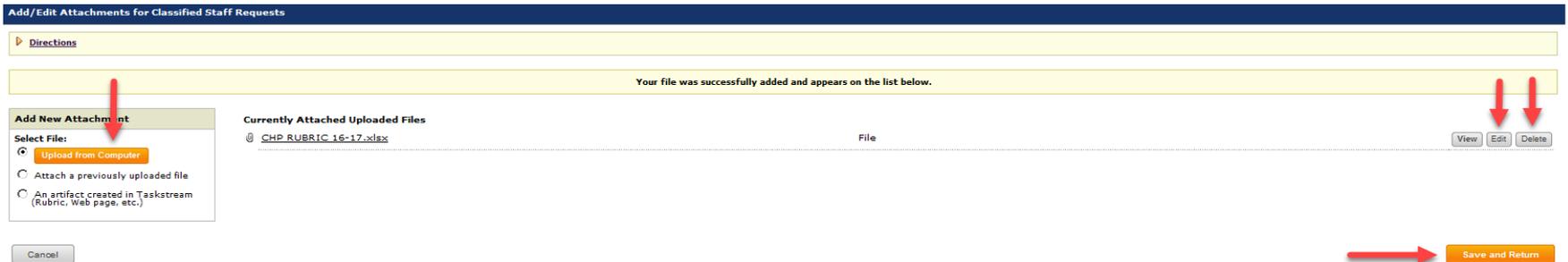
7. And in the next window, choose “Upload from Computer”

WHERE TO FIND THE FORMS



8. You can attach in multiple ways. Once you select your file, hit "Start Upload". Once uploaded, hit Upload and Close.

9. From there, you can add a new attachment, edit, delete, or hit save and return. Once you are done, remember to "Check-In" this module.



THE FORMS

- ⊙ There are three forms this year: One Time request, Facilities Request, Budget Augmentation. Rubrics have been modified.
- ⊙ Before the examples are discussed, please note Instructional Service areas can find some information from the Productivity Data Report sent from the Office of Institutional Effectiveness.
- ⊙ If a service area needs assistance with data, please contact the Dean/Manager for that area or the Office of Institutional Effectiveness

THANK YOU & QUESTIONS

- ⊙ Classified Hiring Priorities Committee
 - ⊙ Rachelle Agatha
 - ⊙ Tim McGrath
 - ⊙ Leslie Shimazaki
 - ⊙ Susan Topham
 - ⊙ Anthony Reuss
 - ⊙ Thuan Le
 - ⊙ Joseph Toto
 - ⊙ Manny Bautista
 - ⊙ Michael Fitzgerald
 - ⊙ Taj George