

## MEMORANDUM

**TO:** College of San Mateo Campus Community

**FM:** Manuel A. Pérez, Ed.D, President

**DATE:** September 12, 2025

**RE:** College of San Mateo Fall 2025 Resource Request Process for Fiscal Year 2026-2027

In partnership with Academic Senate, I am pleased to announce the launch of the 2025-2026 Program Review Process as well as the Resource Request Process for 2026-2027 fiscal year. While these complementary processes are distinct, they run concurrently and are fully aligned with the College's Educational Master Plan.

### **Timeline for Program Review and Resource Requests**

The first submission date for Program Review and Resource Requests is **Friday, October 24, and final submissions will be due on Friday, November 14**. Please note that late submissions will not be accepted. Decisions on approved resource requests will be announced and published by January 9, 2026. The full timeline for both processes can be found at the end of this memo.

### **Resource Requests**

Each year, the College provides an opportunity for departments to recommend and request resources. These requests may include staff positions, faculty positions, technology, augmentation of funds or budget, facility space, instructional equipment and supplies, etc.

Please evaluate your forthcoming resource requests with a focus on aligning our financial commitments with our strategic priorities and educational goals. The College will prioritize resource requests that maintain the safety and compliance of our college environment.

All requests should include a justification that explicitly aligns with the [CSM Educational Master Plan](#) goals and includes specific support for Program Review Goals, Learning Outcomes ([Student Learning Outcomes](#), Program Learning Outcomes, Institutional Learning Outcomes), and College/District Priorities.



For Fall 2025, the following programs will be reviewed:

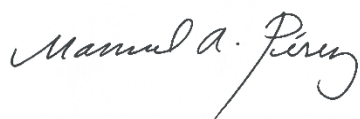
Instructional	Administrative	Student Support
Astronomy	Office of Equity	Communication Studies Center
Biology and Health Sciences	Office of Student Services	ESL Learning Center
Chemistry		Financial Aid
Engineering		Health Services Center
Geological Sciences		Katipunan
Library Studies		Learning Center
Mathematics		Library Services
Physics		Project Change
KAD		Student Life and Leadership Development
All CTE Programs submit a Mid-Cycle Report		Umoja
		Veterans Services
		Writing Center

Please note the following items related to [Program Review](#):

- Program Review is now on a staggered schedule. Please visit the Program Review website to determine if your program is scheduled for a review this year.
- Program Reviews will be submitted through the [Nuventive](#) platform. Please log in with your OneLogin credentials. Contact [Natalie Alizaga](#) at PRIE if you or someone within your office needs to be granted permission to a specific program through the platform.
- Information and training sessions are scheduled throughout the next few weeks, including October 8 Flex Day. Please see the [Event Calendar](#) for dates and times.

Thank you for your thoughtful engagement in these annual processes, which are critical to how College of San Mateo delivers on the promise of our mission, vision, and values.

En comunidad.  
In community.



Dr. Manuel Alejandro Pérez  
President, College of San Mateo



## Contacts for Questions

Faculty, Classified Staff, Student Assistants, and Administrative Position requests: [Christopher Walker](#)

Instructional Equipment or Instructional Materials requests: [Gerardo Ramirez](#)

Budget Augmentation and Facilities requests: [Gerardo Ramirez](#)

Nuventive: [Natalie Alizaga](#)

Program Review: [Daniel Keller](#) , [Rene Anderson](#), and [Natalie Alizaga](#)



	2025				2026	
FY2026-27 RESOURCE REQUESTS	Sep	Oct	Nov	Dec	Jan	2025 PROGRAM REVIEW
IPC Meeting Plan Review	Sep. 3					IPC Meeting Plan Review
Lauch of Resource Request Process	Sep. 4					Launch of Program Review Process
x x x x x x x x x x x x x x	Sep. 4					Data packets available on SharePoint
Nuventive System goes live	Sep. 10					Nuventive System goes live
Divisions or Departments Discussion	September	October				Divisions or Departments Discussion
Resource Requests due in Nuventive		Oct. 24				Program Reviews due in Nuventive
Deans / VPs complete feedback in Nuventive		Nov. 7				Deans/ VPs complete feedback in Nuventive
Responses to supervisor feedback due & final submittals of all Resource Requests due in Nuventive			Nov. 14			Responses to supervisor feedback, final submittals of all Program Reviews & Mid-Cycle Reports are due in Nuventive
Division Prioritization			November			x x x x x x x x x x x x x x
Deans and Administrator Leads Prioritization (IAC)			November			x x x x x x x x x x x x x x
Academic Senate Prioritization			November			x x x x x x x x x x x x x x
Classified Senate Prioritization			November			x x x x x x x x x x x x x x
IPC Public Forum on Deans/AS/CS Prioritizations				Dec. 3		IPC Program Review discussion, reflection, and Peer Review
Cabinet Discussion				December		x x x x x x x x x x x x x x
President Decision					January	x x x x x x x x x x x x x x
Campus Announcement of Approved Resource Requests					Jan. 9	x x x x x x x x x x x x x x
x x x x x x x x x x x x x x					January	Common Program Review themes presented at IPC Meeting