MEMORANDUM

TO: College of San Mateo Campus Community
FM: Manuel A. Pérez, Ed.D, President
DATE: September 30, 2026
RE: College of San Mateo Fall **2026** Resource Request Process for Fiscal Year 2027-2028

In partnership with Academic Senate, I am pleased to announce the launch of the 2026-2027 Program Review Process as well as the Resource Request Process for 2027-2028 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 16, and final submissions will be due on Friday, November 6.** Please note that late submissions will not be accepted. Decisions on approved positions will be announced and published by January 15, 2027. 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 resource requests should be submitted via Nuventive platform and 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.

Program Review

For Fall 2026, the following programs will be reviewed:

Instructional	Administrative	Student Support
Communication Studies	Office of Planning, Research, Innovation, and Effectiveness	Brothers Empowering Brothers
Cooperative Education	Office of Administrative Services	Distance Education
Counseling - Instructional	Community Relations and Marketing	Integrated Science Center
English		Math Resource Center
ESL		Puente
Film		Writing in the End Zone
Library Studies		Admissions and Records
Modern Languages		CalWORKS
Addiction Studies		Child Development Center
Administration of Justice		Counseling Services
Dental Assisting		Disability Resource Center
Electrical Apprenticeship		EOPS/CARE/NextUP
Nursing		International Students Center
Additional mid-cycle CTE reports		OnTRAC Scholars
		Welcome Center
		SparkPoint
		Transfer Services

Please note the following items related to Program Review:

- Program Review is now on a staggered schedule. Please use the table above or 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 Alex Claxton at PRIE if you or someone within your office needs to be granted permission to a specific program through the platform.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.

Manuel A. Pérez

Dr. Manuel Alejandro Pérez
President, College of San Mateo

Contacts for Questions

Faculty, Classified Staff, Student Assistants, and Administrative Position requests: Lauren Servais, Alex Guiriba, or Gerardo Ramirez

Instructional Equipment or Instructional Materials requests: Lauren Servais

Budget Augmentation and Facilities requests: Gerardo Ramirez

Nuventive or program data: Alex Claxton

Program Review: Daniel Keller and Rene Anderson

2026 Program Review	2026				2027		FY 2027-28 RESOURCE REQUESTS
	Sep	Oct	Nov	Dec	Jan	Feb	
IPC meeting review of PR	Sep. 2						IPC meeting review of RR
Open call for Program Review - Message sent via All-Campus Communication	Sep. 3						Open call for Resource Requests - - Message sent via All-Campus Communication
Divisions or Departments discuss Program Reviews, PRIE meets with programs completing Comprehensive reviews (Sep)	Sep	Oct					Divisions or Departments discuss Resource Requests, Off cycle programs request data from PRIE (Sep)
Program Reviews due in Nuventive		Oct. 16					Resource Requests due in Nuventive
Deans and VPs complete their feedback on submitted Program Reviews in Nuventive		Oct. 30					Deans and VPs complete their feedback on submitted Resource Requests in Nuventive
Responses to supervisor feedback, final submittals of all Program Reviews & Mid-Cycle Reports are due in Nuventive			Nov. 6				Responses to supervisor feedback & final submittals of all Resource Requests due in Nuventive
xxxxxxxxxxxxxxx			Nov				Division Position Prioritization
xxxxxxxxxxxxxxx			Nov				Deans and Administrator Position Prioritization
xxxxxxxxxxxxxxx			Nov				Academic Senate Position Prioritization
xxxxxxxxxxxxxxx			Nov				Classified Senate Position Prioritization
IPC Program Review discussion, reflection, and Peer Review				Dec. 2			IPC Public Forum on Deans/AS/CS Position Prioritizations
xxxxxxxxxxxxxxx				Dec			Cabinet Position Discussion
xxxxxxxxxxxxxxx					Jan		President Position Decision
xxxxxxxxxxxxxxx					Jan. 15		Campus Position Announcement, Opening Day
Common Program Review themes presented at IPC						Feb. 3	xxxxxxxxxxxxxxx