

Supplemental Space Prioritization Process

PURPOSE

To establish a clear, consistent process for prioritizing space requests only when multiple valid requests exist for the same space.

WHEN THIS PROCESS IS TRIGGERED

This process is used only if all of the following are true:

1. Two or more programs submit requests for the same space
2. Operations confirm that all requests are operationally feasible
3. A prioritization decision is required

If any of these conditions are not met, this process does not apply.

PROCESS OVERVIEW

1. Initial Space Request

- Programs submit requests using the standard Operations form.

2. Operations Review

- Operations confirm feasibility (facilities, safety, ADA, IT).

3. Conflict Identified

- Operations identify competing requests for the same space.

4. Supplemental Packet Issued

- Operations sends the Supplemental Space Prioritization Packet to requesters.
- A submission deadline is provided.

5. Review & Scoring

- Designated reviewers apply the rubric.

- Review focuses on student responsiveness, belonging, and impact.

6. Decision & Documentation

- A recommendation is made.
 - Rationale is documented.
 - Outcome is communicated to all parties.
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KEY PRINCIPLES

- Student experience is the primary consideration.
- This is a tie-breaker process, not a re-review of feasibility.
- Transparency and documentation are essential.
- This process should be used sparingly and consistently.

SUPPLEMENTAL SPACE PRIORITIZATION PROCESS

Notice of Space Conflict Review

Multiple requests have been submitted for the same space listed below.

Operations has reviewed all requests and confirmed that they meet operational feasibility requirements.

As a result, the **Supplemental Space Prioritization Process** is being used to determine priority.

SPACE REQUEST INFORMATION

Requested Space:

Programs / Departments Involved:

WHAT IS REQUIRED

Each program listed above must complete:

☒ **Supplemental Space Prioritization Form** (included in this packet)

Completed forms must be returned by:

Submission Deadline: _____

HOW THE DECISION WILL BE MADE

- Submissions will be reviewed using a **non-weighted, student-centered rubric**.
- Reviewers will focus on:
 - Responsive services for students
 - Student belonging and experience

- Clarity of use and student impact
- Facilities, ADA, IT, funding, and safety considerations have **already been reviewed** and will not be reconsidered at this stage.

IMPORTANT NOTES

- This process does **not** replace the Operations space request form.
- This process is used **only when multiple valid requests exist for the same space**.
- Clear, specific responses will support an equitable decision.

Operations Contact:

Date Issued: _____

SUPPLEMENTAL SPACE PRIORITIZATION FORM

Program / Department Name:

Requested Space:

Primary Contact (Name, Title, Email):

SECTION A: HOW THE SPACE WILL BE USED

1. What will happen in this space?

Describe the primary activities or services students will experience.

2. When will this space be in use?

Include days, times, and duration.

SECTION B: STUDENTS SERVED

3. Which students will realistically use this space? (Check all that apply)

☐ Any CCC student (general use)

☐ Students in specific programs or services: _____

☐ Students in a defined pathway or discipline

☐ Student clubs or affinity groups

☐ Primarily one specific student population: _____

4. Approximately how many students will use this space in a typical semester?

Estimate and briefly explain.

SECTION C: RESPONSIVE SERVICES & STUDENT SUPPORT PRESENCE

Responsive support means a student can speak with a person for help, questions, guidance, or referrals at the time they are in the space.

5. Will this space provide in-person, responsive student support? (Select ONE)

- ☐ Staffed during all open hours
- ☐ Staffed during posted hours each week
- ☐ Staffed on a limited or rotating basis
- ☐ Not regularly staffed
- ☐ Self-service only

6. If staffed at any time, describe who will be present, when, and what support is provided.

SECTION D: STUDENT BELONGING & EXPERIENCE

7. How does this space help students feel connected, supported, or welcome?

Provide concrete examples.

SECTION E: MISSION & EQUITY ALIGNMENT

8. Which college goals does this space directly support? *(Check all that apply)*

- ☐ Student success or retention
- ☐ Equity or support for underserved students
- ☐ Guided Pathways or pathway engagement
- ☐ Academic support or enrichment
- ☐ Community or campus engagement
- ☐ Other: _____

Brief explanation (1–2 sentences):

SECTION F: SHARED USE VS. INTENTIONAL COLLABORATION

9. Is your program willing to share the space if scheduling allows? *(Select ONE)*

- ☐ Yes
- ☐ Possibly, with conditions
- ☐ No

If Yes or Possibly, describe how shared use would work:

10. Does this proposal involve intentional collaboration with another program?

- ☐ No – single program use
- ☐ Yes – informal coordination
- ☐ Yes – intentional collaboration toward shared goals

If yes, identify collaborating program(s) and shared goal:

SECTION G: COMPARATIVE STUDENT VALUE

11. Compared to other possible uses of this space, what does this proposal add for students?

ACKNOWLEDGEMENT

☐ I understand this form is used only for prioritization when multiple requests exist and does not replace the Operations request process.

Signature: _____

Date: _____

SUPPLEMENTAL SPACE PRIORITIZATION RUBRIC

(Reviewer Use Only)

Requested Space: _____

Program / Department Being Reviewed: _____

REVIEWER INSTRUCTIONS

- Use this rubric **only after Operations confirms feasibility**.
- Base scores **only** on responses in the Supplemental Space Prioritization Form.
- Do **not** consider funding, facilities constraints, ADA, IT, or historical use.
- Scores should reflect the strength, clarity, and evidence provided.

SCORING SCALE

Score	Description
1	Weak or unclear evidence; criteria largely unmet
2	Minimal or inconsistent evidence; limited alignment with criteria
3	Adequate and clearly described; meets core expectations
4	Strong and well-supported
5	Exceptional, compelling, and clearly differentiated in student impact

SCORING CRITERIA

1. Responsive Services & Student Navigation

Score (1-5): _____

Consider the extent to which the proposal:

- Provides timely, accessible student facing services that support educational and career goals
- Improves student navigation through clear location, signage, and co located or integrated services
- Reduces access barriers (e.g., wait times, referrals, unclear processes)
- Supports proactive or high touch student support models
- Demonstrates sustainable capacity to maintain responsive student services
- Shows clear service outcomes (e.g., usage, responsiveness, resolution)

2. Student Belonging & Experience

Score (1-5): _____

Consider the extent to which the proposal:

- Creates a welcoming, inclusive, and culturally affirming environment
- Fosters belonging, safety, and connection to the campus community
- Reflects and supports diverse student identities and experiences
- Encourages student engagement, interaction, or community-building
- Improves the overall quality of the student experience in the space
- Incorporates student voice or feedback into space use or design

3. Student Impact

Score (1-5): _____

Consider the extent to which the proposal:

- Reaches a meaningful number of students, with demonstrated depth and frequency of use
- Shows clear impact on students' academic success, persistence, completion, or educational experience
- Supports students' educational, transfer, and/or career goals
- Addresses identified student needs or gaps
- Uses data, assessment, or evidence to demonstrate outcomes and impact

4. Mission & Equity Alignment

Score (1-5): _____

Consider the extent to which the proposal:

- Directly supports the college mission and strategic priorities, including Strategic Enrollment Management (SEM)
- Advances equity, access, and culturally responsive practices
- Serves disproportionately impacted or priority student populations
- Aligns with institutional action areas related to cultural humility, safety, wellness, and collaboration
- Promotes transformative learning, student development, or holistic growth
- Demonstrates intentional, equity-centered planning in the design or use of the space

5. Shared Use/ Collaboration

Score (1-5): _____

Consider the extent to which the proposal:

- Is flexible and adaptable to support multiple uses over time
- Supports shared access across programs, departments, or units
- Promotes cross-unit collaboration or integrated services
- Avoids duplication of space or function elsewhere on campus
- Can be scheduled or accessed by multiple stakeholders
- Maximizes overall utilization and efficiency of campus space

OVERALL COMPARATIVE ASSESSMENT

Which proposal better serves students, and why?

Reviewer Name: _____

Role / Committee: _____

Date: _____