

# SAC RESOURCE ALLOCATION REQUEST FORM FY 2018/19

2018-19 SAC Budget Priorities  
Revised 10/03/2017

DEPARTMENT: Occupational Therapy Assistant  
SUBMITTED BY: Michelle Parolise

**SAC MISSION STATEMENT**  
  
Santa Ana College  
inspires, transforms,  
and empowers a diverse  
community of learners.

**General Priorities**  
•Legal Mandates and Compliance\*  
•Health & Safety of the Learning and Working Environment  
•Guided Pathways  
**Specific Priorities**  
**FTEs Production**  
•Credit•Non-Credit  
a.Enhanced b.Non-Enhanced  
**FTEs Support**  
1.A&R, FA, Counseling  
2.Tutoring, Library, Study Centers, Supplemental Instruction, Online Instruction and Course Management System Support.  
3.Marketing  
**Support Services**  
1.Enhance appearance and functionality of the existing Facilities & Equipment.  
2.Make progress on sustainability initiatives  
\*includes but not limited to: AB1725, ADA, Title V, etc.

**Directions:**

- \* Enter items that have been included in your 2018/19 approved or revised program review that require additional funding
- \* Sort request by department priority. Prioritize by numerical value, # 1 being highest priority of need.
- \* Submit an electronic copy of this request along with supporting evidence to the Division Office
- \* **All Resources Allocation Requests need to be submitted no later than Thursday, November 30, 2017**

\* SAC Strategic Plan

\*Student Equity Funding Requirements

Department/ Program	Item Description	Specify Request Type - Classroom Technology/Equipment - Personnel (Instructional) - Supplies (Instructional) - Software/Licenses/fees (Instructional) - Contracted Services (Instructional) - Facilities - Office-Other Equipment - Personnel/(Non-Instructional) - Software/licenses/fees (Non-Instructional) - Supplies (Non Instructional) - Contracted Services (Non-instructional) - Conferences - Other	How does your request relate to course/program Student Learning Outcomes (SLOs) (Academic Depts), and Service Unit Outcomes (SUOs) (Administrative/Support Depts)?.	How does your request relate to dept/division goal?	How does your request relate to the Strategic Plan?	Is this a multi-disciplinary or campus wide request?  Yes/No- Please explain	Priority 1= Highest	Estimated Cost FY 18/19.  (Do not leave this column blank)	POTENTIAL SOURCE OF FUNDS  General Fund/ Grants/ Student Equity Funds/Other	ITEM FUNDED?  YES/NO	GL Account will be added during the funding period
OTA	ACOTE Accreditation Fees	Other	Required to maintain accreditation	Required to maintain accreditation	Required to maintain accreditation	No, it is specifically for the OTA accreditation	1	\$4,065			
OTA	Annual Dues for CA fieldwork council	Required for participation in the CA Fieldwork Council	Cooperative effort between all OT/OTA program to assist with maintaining fieldwork sites	All students are required to complete 4 rotations of fieldwork	Fieldwork is required per accreditation and sites are difficult to find	No, it is specifically for the OTA program	6	\$200			
OTA	AOTA forms for fieldwork evaluation	Required per accreditation	Required by outside accrediting office	Required by outside accrediting agency	Required by outside accrediting agency	No, it is specifically for the OTA program	2	\$200			
OTA	Craft supplies to be used in the OTA 101L class	Instructional Supplies	The OTA program prepares students for employment as a COTA	Craft activities are used to teach students activity analysis, which is a foundational skill used in all practice areas.	Prepares students to be successful in fieldwork, pass the national certification test, and obtain employment as a COTA	No, it is specifically for the OTA program	3	\$400			
OTA	ICE Videos	Subscriptions	Develop clinical reasoning activities and increase the use of the OT Practice Framework	These short videos are closed captioned and demonstrate OT treatment strategies, within the OT Practice Framework with actual patients	The OTA program prepares students for employment as a COTA	No, it is specifically for the OTA program	5	\$600	Lottery		
OTA	Sensory Processing Measure	Instructional Supplies	The OTA program will modify the curriculum based on feedback from students, employers and fieldwork educators	ACOTE Standards require that all equipment be up to date. This is a more current test that what we currently have.	The OTA program prepares students for employment as a COTA	Yes, measuring sensory processing may also be applicable to the SLP program	9	\$200			
OTA	Skeleton that is moveable and anatomically correct	Equipment	The OTA program will make modifications to meet the new accreditation standards that were required in 2012	ACOTE Standards require that equipment be up to date. The program has two skeletons - one does not have moveable parts and the other one is small and it is not used.	The OTA program prepares students for employment as a COTA	Yes, it may be useful to students in the nursing program	8	\$300			
OTA	AOTA Academic Leadership Meeting and annual conference	Conferences	Employers will report satisfaction with hiring graduates of the SAC OTA program	Participation in national meetings and conferences is needed to keep the program coordinator updated with OT trends	The OTA program prepares students for employment as a COTA	No, it is specifically for the OTA program	7	\$2,000	CTEA		
<b>TOTAL</b>								<b>7,965.00</b>			