



Form 1: Presentation Checklist

Name:	
Department:	
COCC Contact Information:	
completed presentation checklist (not the in	mplete your presentation checklist; then e-mail your structions) to the Academic Affairs chair by his or her isted is not relevant to your specific presentation to as many pages as necessary.
PROPOSAL OVERVIEW	
TYPE OF AGENDA ITEM	
Information Item (requires approval of A	
	AA Chair)
Action Item	•
Action Item Information and committee feedback	ζ
☐ Action Item ☐ Information and committee feedback ☐ Procedure—revision (Attach current	•
Action Item Information and committee feedback	ζ
Action Item Information and committee feedback Procedure—revision (Attach currenchanges) Procedure—new	k nt procedure with proposed changes illustrated with tracl
Action Item Information and committee feedback Procedure—revision (Attach currenchanges) Procedure—new	ζ
 □ Action Item □ Information and committee feedback □ Procedure—revision (Attach currenchanges) □ Procedure—new Identify suggested location in GPM:	k nt procedure with proposed changes illustrated with track
 □ Action Item □ Information and committee feedback □ Procedure—revision (Attach currenchanges) □ Procedure—new Identify suggested location in GPM:	k nt procedure with proposed changes illustrated with track
Action Item Information and committee feedback Procedure—revision (Attach currenchanges) Procedure—new Identify suggested location in <i>GPM</i> : Policy—revision (Attach current policy—new	k nt procedure with proposed changes illustrated with trac
Action Item Information and committee feedback Procedure—revision (Attach currenchanges) Procedure—new Identify suggested location in <i>GPM</i> : Policy—revision (Attach current policy—new	nt procedure with proposed changes illustrated with track
 □ Action Item □ Information and committee feedback □ Procedure—revision (Attach current changes) □ Procedure—new □ Identify suggested location in GPM: □ Policy—revision (Attach current pol □ Policy—new □ Identify suggested location in GPM: □ New academic program (Complete or 	nt procedure with proposed changes illustrated with track
Action Item Information and committee feedback Procedure—revision (Attach currenchanges) Procedure—new Identify suggested location in <i>GPM</i> : Policy—revision (Attach current policy—new Identify suggested location in <i>GPM</i> :_	nt procedure with proposed changes illustrated with trac

BUDGET
INSTRUCTIONAL REQUIREMENTS
OPERATIONAL NEEDS, CURRENT AND FUTURE
STUDENT IMPACT
ANTICIPATED IMPLEMENTATION TIMELINE