



## Instructions for Presentation/Proposal

- ❖ Facilitators of new or changing programs or policies should work closely with appropriate administrative leadership, faculty, and/or staff prior to first reading with College Affairs.
- ❖ Use the following prompts to help you fill out your presentation checklist.

### 1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

- Give an **overview** of and a **rationale** for your presentation (e.g. information item concerning..., new or revised policy concerning..., new or revised procedure concerning...).
- If applicable, a **brief** discussion of your **data** and what led you to your conclusions. (Full data findings should be attached to your presentation.)

### 2. TYPE OF PRESENTATION/PROPOSAL

- Policies and procedures do not need to receive dual “approval”—or more properly, recommendations—from Academic Affairs and College Affairs. If your proposal was taken through Academic Affairs and received that committee’s recommendation after a first and second reading, you may bring the proposal to College Affairs as an *information item*, but it does not need to be submitted as an action item because it has already been recommended to the college president.
- If you have questions about this section of the document, please contact the committee support specialist or the committee chair.

### 3. BUDGET IMPACT

- Review key budget items.
- Revenue projections based on student enrollment projections or other sources of income, including tuition and fees
- Post implementation budget including salary, benefits, materials and supplies, equipment, facilities, etc.
- Start-up budget requirements including

salary, benefits, materials and supplies, equipment, facilities

#### 4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

- Contact impacted departments/programs
- Identify other constituents that may be impacted by the proposal
- Contact impacted constituents to inform them of proposed changes and to solicit feedback

#### 5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

- Review requirements
- Current availability of faculty, administration and/or staff
- Minimum qualifications for faculty, administration and/or staff
- Potential impacts to all affected academic and other departments

#### 6. OPERATIONAL IMPACT

- Review possible operational needs
- Existing resources including faculty, administration, staff, equipment
- Involvement of department with oversight of program or process
- Potential impacts to administrative and student support departments including Enrollment Services, Financial Aid, CAP Center, Library, Tutoring and Testing, Information Technology Services, and others
- Potential impacts to all affected academic and other departments.
- Facility needs, including location, amount of space, construction or remodeling requirements

#### 7. STUDENT IMPACT

- Review possible operational needs
- Identify and quantify potential student impact
- Minimize negative student impact through teach-outs, grandfather clauses, substitutions or other options
- Detail your communication planning

## 8. ANTICIPATED IMPLEMENTATION TIMELINE

- Anticipated timeline
  - Designate affected department(s) and include names and positions of those involved in implementation
  - Identify current process adjustments
  - Detail your communication planning
  - Give anticipated implement dates

## 9. MOTION TO BE RECOMMENDED

- If you are proposing something that will require the committee to make a Main Motion and take a vote, please provide the language for that motion in this section (e.g. I move to revise the procedures for..., I move to reassess the fees for..., I move to revise the policy to better reflect...).