

Department: _____

Contact Information: _____

- Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

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

2. TYPE OF PRESENTATION/PROPOSAL

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Information	Item	requires	approval	of CA	Chair)
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Action Item

Information and committee feedback

Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)

Procedure—*new* (Attach proposed procedure separately.)

Policy— <i>revision</i> (Attach current policy with proposed changes illustrated with track changes)
Policy— <i>new</i> (Attach proposed policy separately.)
Identify suggested location in <i>General Policy Manual</i> : Other:

3. BUDGET IMPACT

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

5.OPERATIONAL IMPACT

7. ANTICIPATED IMPLEMENTATION TIMELINE

8. MOTION TO BE RECOMMENDED