College Affairs Committee



Presentation/Proposal Form

Name:_	Date:
Departn	nent:
Contact	Information:
If a second of the second o	omplete Items 1–8 to the best of your ability (see Instructions form for reference). an item listed is not relevant to your specific presentation to College Affairs, please mark N/A .
❖ E-	mail the completed checklist to the College Affairs committee support specialist by the ecified deadline.
1. PRESI	ENTATION/PROPOSAL ABSTRACT (150-250 words)
2.TYPE	OF PRESENTATION/PROPOSAL
	Information Item (requires approval of CA Chair)
	Action Item
[☐ Information and committee feedback
[Procedure—revision (Attach current procedure with proposed changes highlighted using track changes.)
[Procedure—new (Attach proposed procedure separately.)
	☐ Identify suggested location in <i>General Procedures Manual</i> :

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Policy—new (Attach proposed policy separately.)	
☐ Identify suggested location in <i>General Policy Manual</i> :	
Other:	
3. BUDGET IMPACT	
4. INSTRUCTIONAL REQUIREMENTS/IMPACTS	
5.OPERATIONAL IMPACT	

O. STUDENT HVIPAUT	
6. STUDENT IMPACT	
7. ANTICIPATED IMPLEMENTATION TIMELINE	
/.MATICITATED INTELLIGITATION TRILLINE	
8. MOTION TO BE RECOMMENDED	