FORM 1: Presentation Checklist

Please review the following list of items that must be considered by new programs or significant changes to current programs or policy. Not every item listed is required for each presentation to Academic Affairs. This list serves as a review of potential questions addressed by the Academic Affairs Committee.

Facilitators of new or changing programs or policy should work closely with the curriculum coordinator, appropriate department chair(s) and instructional dean, or with appropriate administrative leadership to review the following list, prior to the first reading with Academic Affairs.

Please note: If an item listed is not relevant to your specific presentation to Academic Affairs, please mark it as **N/A**. Use the last page for your remarks.

OVERVIEW OF PROGRAM OR POLICY

X   Give rational for new program or changes in current program or policy, including data to support rationale (attach any necessary documents).

BUDGET

N/A   Review key budget items.

- Revenue projections based on student enrollment projections or other sources of income, including tuition and fees.

- Start-up budget requirements including salary, benefits, materials and supplies, equipment, facilities

- Post implementation budget including salary, benefits, materials and supplies, equipment, facilities, etc.

INSTRUCTIONAL REQUIREMENTS

X   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.

OPERATIONAL NEEDS, CURRENT AND FUTURE

N/A   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.

- Required administrative support.

- Facility needs, including location, amount of space, construction or remodeling requirements.

STUDENT IMPACT

X   Identify student impact

- Identify and quantify potential student impact.

- Minimize negative student impact through teach-outs, grandfather clauses, substitutions or other options.

- Communication planning.

ANTICIPATED IMPLEMENTATION TIMELINE

X   Anticipated Timeline

- Designate affected department(s) and include names and positions of faculty, administration and staff involved in implementation.

- Identify current process adjustments.

- Change General Procedures Manual as needed.

- Communication planning.

Academic Affairs Presentation Checklist

Name: Annie Jenkins   **Date**: 28 July 2015

Department: **Services for Students with Disabilities**

Please note: If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

OVERVIEW OF PROGRAM OR POLICY

I would like to alter the ADA syllabus statement to be more in line with my departments Mission, more collaborative and unified in our support of students, and to be more in the spirit of COCC's Mission and Vision statements valuing diversity.

BUDGET

N/A

INSTRUCTIONAL REQUIREMENTS

No new requirements. This is a proposed change in the wording and meaning of the statement that is already required for syllabi.

OPERATIONAL NEEDS, CURRENT AND FUTURE

N/A

STUDENT IMPACT

I anticipate this will provide better clarification for students as to how to obtain services, as well as identifying COCC's commitment to students and accessible learning environments, taking away the image that a disability is only the individual's issue.

ANTICIPATED IMPLEMENTATION TIMELINE

I would like to implement for winter, 2016.

Proposed Statement:

Diversity and Disability Statement: Our institution values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible. Students are also welcome to contact the SSD office to discuss a range of options to removing barriers in the course, including accommodations, at 541-383-7583.

Our current statement reads:

ADA statement: Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation, should make an appointment with the instructor as early as possible, no later than the first week of the term. Students may also wish to contact the COCC Disability Services Office at 383-7583.