



Policy Committee Name

FORM 1: Presentation Checklist

Proposal Title

Please review the following list of items and thoroughly outline any new items or significant changes to policy or procedure. Not every item listed is required for a presentation to the respective policy committee. This list serves as a review of potential questions addressed by a policy 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.

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

Proposal Name:

Nature of Proposal (information / policy / procedure / feedback):

Presenting Individual/Body:

Responsible Body (Office / Committee / Individual) for review and update:

Date(s) of review and actions by Responsible Body:

Effective Date:

Prior Version:

OVERVIEW OF PROGRAM OR POLICY

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

BUDGET

- 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

- 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

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

STUDENT IMPACT

- Identify student impact
 - Identify and quantify potential student impact.
 - Minimize negative student impact through teach-outs, grandfather clauses, substitutions or other options.
 - Communication planning.

IMPLEMENTATION

- 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

