Form 1: Presentation Checklist

Name: _____   **Date**: _____

Department: _____

COCC Contact Information: _____

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **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.

PROPOSAL OVERVIEW

TYPE OF AGENDA ITEM

☐ Information Item (requires approval of AA Chair)

☐ Action Item

    ☐ Information and committee feedback

    ☐ Procedure—revision   (Attach current procedure with proposed changes illustrated with track changes)

    ☐ Procedure—new

    Identify suggested location in *GPM*: _____

    ☐ Policy—revision (Attach current policy with proposed changes illustrated with track changes)

    ☐ Policy—new

    Identify suggested location in *GPM*:_____

    ☐ New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)

    ☐ Other:_____

BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

ANTICIPATED IMPLEMENTATION TIMELINE