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:_____

Revised AA Presentation Checklist-writable   Updated 5/10/2018

BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

ANTICIPATED IMPLEMENTATION TIMELINE

Related Instruction – Proposed outcomes and criteria (May 7, 2019)

Computation

Upon successful completion of the course, the student will be able to:

1. Solve basic problems using mathematical principles and be prepared to apply them to workplace scenarios.
2. Evaluate and interpret data in order to make informed decisions in the workplace.

In order to meet the related instruction computation component of a CTE program, a course must:

1. Meet all computation outcomes;
2. Include at least 30 hours of focused instruction directly related to the outcomes;
3. Be college level;
4. Be taught or monitored by a qualified instructor.

Communication

Upon successful completion of the course, the student will be able to:

1. Communicate clearly, accurately, and professionally in a variety of situations including workplace scenarios.
2. Communicate confidently and effectively with a variety of audiences and be prepared to apply these skills in the workplace.

In order to meet the related instruction communication component of a CTE program, a course must:

1. Meet all communication outcomes;
2. Include at least 30 hours of focused instruction directly related to the outcomes, including at least 20 hours focused on written communication;
3. Be college level;
4. Be taught or monitored by qualified instructor.

Human Relations

Upon successful completion of this course, the student will be able to:

1. Identify and model respect for diverse perspectives and experiences and be prepared to apply them in the workplace.
2. Collaborate and dialogue with empathy and respect.

In order to meet the related instruction human relations component of a CTE program, a course must:

1. Meet all human relations outcomes;
2. Include at least 30 hours of focused instruction directly related to the outcomes,
3. Be college level;
4. Be taught or monitored by qualified instructor.