



Form 1: Presentation Checklist

Name:	Date:	
Department:		
COCC Contact Information:		
completed presentation checklist (not the instr	olete your presentation checklist; then e-mail your ructions) to the Academic Affairs chair by his or her ed is not relevant to your specific presentation to many pages as necessary.	
PROPOSAL OVERVIEW		
TYPE OF AGENDA ITEM		
TYPE OF AGENDA ITEM Information Item (requires approval of AA	Chair)	
_	Chair)	
☐ Information Item (requires approval of AA☐ Action Item☐ Information and committee feedback		
☐ Information Item (requires approval of AA☐ Action Item☐ Information and committee feedback☐ Procedure—revision (Attach current)	Chair) procedure with proposed changes illustrated with track	
☐ Information Item (requires approval of AA ☐ Action Item ☐ Information and committee feedback ☐ Procedure—revision (Attach current parts of the changes)		
☐ Information Item (requires approval of AA ☐ Action Item ☐ Information and committee feedback ☐ Procedure—revision (Attach current procedure) ☐ Changes) ☐ Procedure—new	procedure with proposed changes illustrated with track	
☐ Information Item (requires approval of AA ☐ Action Item ☐ Information and committee feedback ☐ Procedure—revision (Attach current parts of the changes)	procedure with proposed changes illustrated with track	
☐ Information Item (requires approval of AA ☐ Action Item ☐ Information and committee feedback ☐ Procedure—revision (Attach current procedure) ☐ Procedure—new ☐ Identify suggested location in GPM:	procedure with proposed changes illustrated with track	
☐ Information Item (requires approval of AA ☐ Action Item ☐ Information and committee feedback ☐ Procedure—revision (Attach current procedure—new ☐ Information and committee feedback ☐ Procedure—revision (Attach current procedure—new ☐ Information Item (requires approval of AA ☐ Procedure—revision (Attach current policy—revision (Attach current po	procedure with proposed changes illustrated with track	
☐ Information Item (requires approval of AA ☐ Action Item ☐ Information and committee feedback ☐ Procedure—revision (Attach current procedure—new ☐ Information and committee feedback ☐ Procedure—revision (Attach current procedure—new ☐ Identify suggested location in GPM: ☐ Policy—revision (Attach current policy—Policy—new	procedure with proposed changes illustrated with track	
 □ Action Item □ Information and committee feedback □ Procedure—revision (Attach current parts of the changes) □ Procedure—new Identify suggested location in GPM: □ Policy—revision (Attach current policy □ Policy—new 	procedure with proposed changes illustrated with track	

BUDGET	
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INSTRUCTIONAL REQUIREMENTS	
OPERATIONAL NEEDS, CURRENT AND FUTURE	

STUDENT IMPACT	
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ANTICIPATED IMPLEMENTATION TIMELINE	
ANTIGIFATED IMPLEMENTATION TIMELINE	ı