



## **Instructions for Completing the Presentation/Proposal Form**

- ❖ Add a title at the top of the form and fully complete the contact information section.
- ❖ Before coming to College Affairs, make sure you have worked closely with appropriate administrative leadership, faculty, and/or staff relevant to your presentation/proposal.
- ❖ Use the following prompts to help you fill out the Presentation/Proposal Form.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

### **1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)**

- ❖ Give an overview of and rationale for your presentation (e.g., "information item concerning....," "new or revised policy concerning...," "new or revised procedure concerning...").
- ❖ If applicable, a brief discussion of your data and what led you to your conclusions. Full data findings should be included as an attachment with the completed Presentation/Proposal Form.

### **2. TYPE OF PRESENTATION/PROPOSAL**

- ❖ Policies and procedures do not need to receive dual "approval" from Academic Affairs and College Affairs. If you've already received a recommendation from Academic Affairs after a first and second reading, you may bring the proposal to College Affairs as an information item, but it does not need to be submitted as an action item because it has already been recommended to the college president.
- ❖ For course fees, it can be helpful to recommend a cap so that you don't have to return for approval for minor increases. Depending on the fee, you may recommend a percentage increase or dollar amount that will necessitate further approval from College Affairs. Course fees will not be approved with unlimited increases.
- ❖ If you have questions about this section of the document, please contact the College Affairs chair and/or committee support specialist.

### **3. BUDGET IMPACT**

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

### **4. IMPACTED DEPARTMENTS AND/OR PROGRAMS**

- ❖ Contact impacted departments/programs.
- ❖ Identify other constituents that may be impacted by the proposal.
- ❖ Contact impacted constituents to inform them of proposed changes and to solicit feedback.

## 5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

- ❖ 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.

## 6. OPERATIONAL IMPACT

- ❖ 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, etc.
  - Potential impacts to all affected academic and other departments.
  - Facility needs, including location, amount of space, construction or remodeling requirements.

## 7. STUDENT IMPACT

- ❖ Review possible operational needs:
  - Identify and quantify potential student impact.
  - Minimize negative student impact through teach-outs, grandfather clauses, substitutions, or other options.
  - Detail your communication planning.

## 8. ANTICIPATED IMPLEMENTATION TIMELINE

- ❖ Anticipated timeline:
  - Designate affected department(s) and include names and positions of those involved in implementation.
  - Identify current process adjustments.
  - Detail your communication planning.
  - Give anticipated implement dates

## 9. MOTION TO BE RECOMMENDED

- ❖ If you are proposing something that will require the committee to make a motion and take a vote, please provide the language for that motion (e.g., "I move to revise the procedures for....," "I move to reassess the fees for....," "I move to revise the policy to better reflect...").