College Affairs Committee

Presentation/Proposal Form

Name: **Date**:

Department:

Contact Information:

- ❖ Complete Items 1–9 to the best of your ability (see Instructions form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A.*
- ❖ 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)

2. TYPE OF PRESENTATION/PROPOSAL

Information Item and/or Committee Feedback (requires approval of CA Chair)

Action Item:

Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)

Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)

Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
Identify suggested location in manual:

Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed $X"):

Other:

3. BUDGET IMPACT

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS
List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

6. OPERATIONAL IMPACT

7. STUDENT IMPACT

8. ANTICIPATED IMPLEMENTATION TIMELINE

9. MOTION TO BE RECOMMENDED