



## 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**

## Proposed Institutional Core Competencies

Nov. 15, 2021

### COMMUNICATION

#### Communicate effectively and ethically for a variety of audiences

Related Instruction outcomes	State-wide General Education outcomes
<ol style="list-style-type: none"><li>1. Communicate clearly, accurately, and professionally in a variety of situations including workplace scenarios.</li><li>2. Communicate confidently and effectively with a variety of audiences and be prepared to apply these skills in the workplace.</li></ol>	<ol style="list-style-type: none"><li>1. Engage in ethical communication processes that accomplish goals;</li><li>2. Respond to the needs of diverse audiences and contexts;</li><li>3. Build and manage relationships.</li></ol>

### COMPUTATION

#### Apply appropriate mathematics to solve problems and interpret results.

Related Instruction outcomes	State-wide General Education outcomes
<ol style="list-style-type: none"><li>1. Solve basic problems using mathematical principles and be prepared to apply them to workplace scenarios.</li><li>2. Evaluate and interpret data in order to make informed decisions in the workplace.</li></ol>	<ol style="list-style-type: none"><li>1. Use appropriate mathematics to solve problems;</li><li>2. Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, then accurately interpret, validate, and communicate the results.</li></ol>

### HUMAN RELATIONS/CULTURAL LITERACY

#### Demonstrate respect and empathy for individuals with diverse backgrounds, experiences, and perspectives.

Related Instruction outcomes	State-wide General Education outcomes
<ol style="list-style-type: none"><li>1. Identify and model behaviors that demonstrate respect for diverse perspectives and experiences and be prepared to apply them in the workplace.</li><li>2. Collaborate and dialogue with empathy and respect.</li></ol>	<ol style="list-style-type: none"><li>1. Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference;</li></ol>

Purpose: Set of Institutional outcomes that will be satisfied by all COCC graduates (1 year certificate or more).  
Trying to be as efficient as possible by using assessment we already do to also assess institutional level outcomes.  
That's why they are carefully lined up with the Related Instruction Outcomes (CTE) and General Education Outcomes (Transfer) that we are already using.