



FORM 1: Presentation Checklist Instructions

[Use the instructions below to fill out the presentation checklist form; then e-mail that form (without the instructions) to the Academic Affairs Chair by his or her specified deadline.]

Facilitators of new or changing programs or policy should work closely with the curriculum coordinator, appropriate department chair(s) and instructional dean, or with appropriate administrative leadership to review the following list, prior to the first reading with Academic Affairs.

Please note: Not every item listed is required for each presentation to Academic Affairs. This list serves as a review of potential questions addressed by the Academic Affairs Committee. If an item listed is not relevant to your specific presentation to Academic Affairs, please mark it as **N/A**.

PROPOSAL OVERVIEW

- Explain the rationale for your proposed new program or changes in the current program or policy, including data to support your rationale (attach any necessary documents).

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current policy 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

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

INSTRUCTIONAL REQUIREMENTS

- 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.

OPERATIONAL NEEDS: CURRENT AND FUTURE

- 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, and others.
 - Required administrative support.
 - Facility needs, including location, amount of space, construction or remodeling requirements.

STUDENT IMPACT

- Identify student impact
 - Identify and quantify potential student impact.
 - Minimize negative student impact through teach-outs, grandfather clauses, substitutions or other options.
 - Communication planning.

ANTICIPATED IMPLEMENTATION TIMELINE

- Anticipated Timeline
 - Designate affected department(s) and include names and positions of faculty, administration and staff involved in implementation.
 - Identify current process adjustments.

- Change *General Policy Manual* as needed.
- Communication planning.
- Anticipated implementation date