



FORM 1: Presentation Checklist

Please review the following list of items that must be considered by Academic Affairs for significant additions, deductions, or revisions to programs, policy, or procedures. 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.

Facilitators of proposals 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: If an item listed is not relevant to your specific presentation to Academic Affairs, please mark it as **N/A**. Use the last page for your remarks.

OVERVIEW OF PROPOSAL

Give rationale for new program or changes in current program or policy, including data to support rationale (attach any necessary documents).

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 Procedures Manual as needed.
- Communication planning.