



## Form 1: Presentation Checklist

Name:	Date:
Department:	
COCC Contact Information:	
completed presentation checklist (not the inst	plete your presentation checklist; then e-mail your ructions) to the Academic Affairs chair by his or her red is not relevant to your specific presentation to many pages as necessary.
PROPOSAL OVERVIEW	
TYPE OF AGENDA ITEM	
	Chair)
	Chair)
Information Item (requires approval of AA	Chair)
☐ Information Item (requires approval of AA☐ Action Item☐ Information and committee feedback☐ Procedure—revision (Attach current	
☐ Information Item (requires approval of AA☐ Action Item☐ Information and committee feedback☐ Procedure—revision (Attach current changes)	Chair) procedure with proposed changes illustrated with track
☐ Information Item (requires approval of AA ☐ Action Item ☐ Information and committee feedback ☐ Procedure—revision (Attach current changes) ☐ Procedure—new	procedure with proposed changes illustrated with track
☐ Information Item (requires approval of AA☐ Action Item☐ Information and committee feedback☐ Procedure—revision (Attach current changes)	procedure with proposed changes illustrated with track
☐ Information Item (requires approval of AA ☐ Action Item ☐ Information and committee feedback ☐ Procedure—revision (Attach current changes) ☐ Procedure—new ☐ Identify suggested location in GPM:	procedure with proposed changes illustrated with track
☐ Information Item (requires approval of AA ☐ Action Item ☐ Information and committee feedback ☐ Procedure—revision (Attach current changes) ☐ Procedure—new ☐ Identify suggested location in GPM:	procedure with proposed changes illustrated with track
☐ Information Item (requires approval of AA ☐ Action Item ☐ Information and committee feedback ☐ Procedure—revision (Attach current changes) ☐ Procedure—new ☐ Identify suggested location in GPM: ☐ Policy—revision (Attach current policy—Policy—new	procedure with proposed changes illustrated with track
☐ Information and committee feedback ☐ Procedure—revision (Attach current changes) ☐ Procedure—new ☐ Information and committee feedback ☐ Procedure—revision (Attach current policy—Policy—new	procedure with proposed changes illustrated with track

BUDGET	
DODGLI	
INSTRUCTIONAL REQUIREMENTS	
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OPERATIONAL NEEDS, CURRENT AND FUTURE	

STUDENT IMPACT
ANTICIPATED IMPLEMENTATION TIMELINE
ANTIGIFATED IMPLEMENTATION TIMELINE