

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. <u>Please note:</u> 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 <i>GPM</i> :
Policy—revision (Attach current policy with proposed changes illustrated with track changes)
Policy—new
Identify suggested location in <i>GPM</i> :
New academic program (Complete only items #1 and #2 on this form and attach stage 2
document.)
Other:

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

ANTICIPATED IMPLEMENTATION TIMELINE