



## Form 1: Presentation Checklist

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

| BUDGET                                |  |
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| INSTRUCTIONAL REQUIREMENTS            |  |
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| OPERATIONAL NEEDS, CURRENT AND FUTURE |  |
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| ANTICIPATED IMPLEMENTATION TIMELINE |   |
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