



Form 1: Presentation Checklist

Name: _____

Date: _____

Department: _____

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. **Please note:** 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 *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

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

ANTICIPATED IMPLEMENTATION TIMELINE