College Affairs Committee

Presentation/Proposal Form

[Add Title Here]

Name:_____ **Date**: _____

Department: _____

Contact Information: _____

- Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A.*
- E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

2. TYPE OF PRESENTATION/PROPOSAL

☐ Information Item (requires approval of CA Chair)

☐ Action Item

- ☐ Information and committee feedback
- ☐ Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
- ☐ Procedure—*new* (Attach proposed procedure separately.)
  - ☐ Identify suggested location in *General Procedures Manual*: _____

☐ Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)

☐ Policy—*new* (Attach proposed policy separately.)

☐ Identify suggested location in *General Policy Manual*:_____

☐ Other:_____

3. BUDGET IMPACT

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

5. OPERATIONAL IMPACT

6. STUDENT IMPACT

7. ANTICIPATED IMPLEMENTATION TIMELINE

8. MOTION TO BE RECOMMENDED