Please select the type of proposal you are submitting:

[ ]  Exploratory and Seeking Feedback\* (Complete Part I of the template)
\*POG Recommends getting feedback prior to submitting a full proposal.

[ ]  Budget Impacting Full Proposal (Complete Part I and Part II of the template)

[ ]  Non-Budget Impacting Full Proposal (Complete Part I and Part II of the template)

**Part I. Preliminary Considerations: To submit an initiative proposal, please complete Part I and return this document and any supporting documentation you may have via email to POG@ccd.edu.**

Name of initiative:

Submitted by: Your title:

Date of submission:

Desired initiative implementation date:

Is this initiative a direct result of the ASB prioritization recommendations? If yes, elaborate:

Background information related to this initiative proposal:

**Identify a Need (Step 1 of the CCD Decision Making Guidelines):**
What area of need is this proposal addressing?

How will the proposed initiative address it? (Provide details of the proposal in this section.)

Needs analysis: What data do you have to indicate that there is a need for the initiative?

What are the implications for the CCD strategic planning priorities? (<https://www.ccd.edu/about-ccd/vision-mission-strategic-plan>)

Are there other similar initiatives occurring now? If so, how would this initiative relate to other current CCD initiatives?

**Stakeholder Engagement (Step 2 of the CCD Decision Making Guidelines):**

Identify stakeholders for the initiative and describe how you will incorporate their feedback into the full proposal. (e.g., fiscal, human resources, facilities, security, IT)

 **Part II. Initiative Development: To be completed by the initiator of the proposal, after Part I is completed, and upon receiving POG endorsement.**

**Complete and return Part II and any supporting documentation you may have via email to** **POG@ccd.edu****.**

**Research and identify options** **(Step 3 of the CCD Decision Making Guidelines):**

What are the best and innovative practices that are happening in other spaces (nationally, system wide, etc…)?

**Implementation (Step 4 of the CCD Decision Making Guidelines):**

Describe how the initiative will be implemented.

Relationship of the proposed initiative’s objectives to the strategic priorities and/or Other Mission Documents. Include the initiative’s objectives, and clearly and specifically relate them to CCD’s strategic priorities:

*Implications: Identify implications this initiative may have on the following areas or units:*

Implications on the college budget (It is recommended that you consult with the Strategic Budget Committee):

Implications for organizational structure & operations (e.g., human resources):

Implications for IT:

Implications for facilities management:

Implications for security:

Implications for academic affairs (e.g., academic centers, college pathways, tutoring.):

Implications for Enrollment Administration and Student Success (e.g., Enrollment Services, Student Development and Retention, Student Life, Institutional Research):

Implications for Administrative Services (e.g., Human Resources, fiscal, IT, facilities):

Others:

**Outcomes and Evaluation (Step 5 of the CCD Decision Making Guidelines)**. Include the benchmarks for success and how you will utilize assessment, evaluation, and continuous improvement. It is recommended that you consult with the Institutional Effectiveness Committee.

State your objectives and/or student learning outcomes using the SMART format: <https://www.mindtools.com/pages/article/smart-goals.htm>

Please describe your planned process and timeline for evaluation and assessment: