



New Initiatives Proposal

The process for submitting new initiatives is described in the New Initiatives Planning Process document, available from the Planning and Research Office. This form is the vehicle for introducing new initiatives for consideration by the college. Please give a complete response to each of the issues listed.

PROJECT TITLE _____

Submitted by _____

PROPOSAL NEED STATEMENT

1. Describe the demonstrated community, workforce, or educational need. (Provide both qualitative and quantitative support of the need: describe the need, how is the need currently addressed, why is that not adequate, or how will it be better served at WLAC)

2. State the proposal's goals and describe how it is consistent with WLAC's mission and master plan. (How does this initiative fit into the college's mission, master plan, and/or unit goals?)

3. If such information is available, describe how WLAC compares to other colleges with regard to the issue addressed by the proposal (for example, document effective practices used at other institutions or describe relevant operational ratios such as staffing or student success benchmarks, such as PFE outcomes).

CAPABILITY

4. What is West's capability to undertake the partnership or initiative? (Why is West a good partner in this effort? Will there be any barriers or challenges to implementation?)

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5. What facilities will be required?

6. What offices and units at West will be affected (consider all areas: academic divisions, student services, administrative services, and workforce and economic development).

IMPLEMENTATION PLAN

7.

7. If the proposal involves a partnership, describe all the elements of the program or partnership. (What will interaction with the college be and what activities will take place, and how?)

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8. List all implementation steps for a three-year period, including timelines and person responsible.

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9. Describe the long-term plan for funding the operations and maintenance of the effort (e.g., Fund 100, fees for service, special state funding, external funding sources, etc.)

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Deleted: State the proposed implementation timeline and include activities for a three-year period.

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BENEFITS

Consider Master Plan strategies as a framework for description of benefits. The strategy areas are Student Success; Educational Program Development; Human Resources and Organizational Development; Information Technology; Facilities; Marketing and Outreach; Financial Health.

10. Describe the measurable benefits the initiative is intended to generate (e.g., increases in student outcomes, operational efficiency, FTES, income, other revenues.)

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11. Describe the qualitative benefits the initiative will achieve.

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COSTS

12. Please complete the cost worksheet and include direct and indirect costs, including one-time and on-going costs.

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EVALUATION

13. Describe your evaluation process and what measures you will use.

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EMERGENCY TRACK JUSTIFICATION

14. If Emergency Tract is requested, explain.

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Signatures: _____

Initiator _____ Date _____

Department Dean _____ Date _____

Vice President _____ Date _____

Planning Committee Recommendation:

Incorporate into Unit Plan

Process on Emergency Track