INSTRUCTIONS FOR COMPLETING GOVERNANCE ADVISORY COUNCIL PROPOSAL FORM

Note: The Governance Advisory Council proposal form is in MS Word format. Hard copies are also available from the Office of Academic Affairs but submitting proposals electronically is preferred.

Leave “GAC #” blank. Enter Title Name (as brief and concise as possible).

Check (put an “X” on the line) appropriate “Source of Proposal” and “Purpose of Proposal.”

Under “Current Policy or Procedure,” please indicate where the policy/procedure is listed. If it is in the Policy Guide, also indicate what Section, Article, and page number(s) the current policy is found. List the policy or procedure as it currently reads.

In the “Proposed Policy or Procedure,” indicate the changes to be made. Changes should be marked in bold and/or strike-through. A rationale for the change should also be included along with an estimated dollar amount of financial impact this proposal would have on the University should the proposal be approved. If the effective date is one other than the beginning of the next academic year, please indicate the effective date clearly along with the rationale above the proposed changes.

The representative for the source of the proposal should type their name and title on the “Submitted by” line. Please include the date. The GAC secretary will print the format for the other signatures on the back of the proposal form. (There needs to be room for comments from GAC or the President.)

Proposals are due at noon two weeks before the GAC meeting for which the proposal is being submitted. Please send the proposal form and any attachments to Jennie McDonald in the Office of Academic Affairs, mcdonald@missouriwestern.edu

Please contact Jennie McDonald (x. 4234) with any questions regarding completion of this form.