**Proposal Summary**

**[insert title of proposal]**

**Description of Action, Including Intended Effect**

**Impact on Other Programs, Course Offerings, Students, Faculty, Staff (e.g., duplication issues)**

**Fiscal, Enrollment, Facilities and Staffing Considerations**

**Evidence of Need and Sustainability if Establishing**

**Provisions for Phase-Out if Inactivating**

**Timetable and Actions Required:** *a chronology of actions required to approve the proposal with an anticipated implementation date for each action*