

## **Making a New Program Presentation to the Board of Regents Education Committee**

### I. Procedures

1. Consult with your Provost to review details of the presentation.
2. Length of Presentation: no more than six minutes total.
3. Maximum number of presenters: two (2):
  - Provost introduces the program, explains its place in institutional mission; states institutional support, etc. The Provost will preside over the presentation and describe the program or introduce the Dean or Department Chair to do so.
  - Other individuals may be present, but only to respond to questions as appropriate.
4. An overhead projector will be available for your use. If your presentation requires PowerPoint, you must use UW System equipment and submit a copy of your presentation (disk or e-mail) to the UWS academic planner who has worked with you no later than the Monday before the scheduled board meeting. If the presentation is not in Van Hise, this information must be given to the appropriate institution representative.

### II. Presentation

1. Make certain you have the time and place of the meeting. If possible, contact the UW System academic planner who has worked with you upon reaching the meeting.
2. Introduce all persons who come to the meeting table, even if they are only there to respond to questions.
3. Practice in advance, with UWS academic planner, if possible.
4. Do not summarize the Executive Summary. Education Committee members have received and reviewed this statement, which is the only document they will have describing the program. Therefore, while you may refer to items in the Summary, your presentation should go beyond mere summation.
5. Use your time to emphasize demand for the program and program strengths, note unique elements and indicate concerns that have been successfully addressed.