

VALENCIA COMMUNITY COLLEGE STRATEGIC BUDGET INITIATIVE

NARRATIVE PROPOSAL GUIDELINES

The narrative should be limited to 3 pages with font size no smaller than 10 point in Microsoft Word format with a 1.5 inch left margin. Do not include names of individuals in the narrative or the abstract. The narrative must clearly identify each of the 8 criteria as outlined below.

1. **FOCUS** – What is the purpose of this proposal and what is the relationship of this proposal to one or more of the Strategic Learning Plan goal(s) and specific action items(s)? How will this proposal contribute toward the achievement of the action item(s)? The Strategic Learning Plan can be found at <http://www.valenciacc.edu/lci/essays/plan.pdf>
2. **PRIOR SUCCESS** – What was the preceding pilot project on which this proposed SBI is based and what were the results of that project?
3. **SCALABLE** – To what extent can this proposal be reasonably scaled (at a department-wide, campus, and/or college-wide level)?
4. **IMPACT ON LEARNING** – To what extent does the proposal describe an effective means of determining how the SBI would improve learning if implemented at Valencia?
5. **COLLABORATION** – Describe the extent to which you have collaborated and consulted with colleagues so that the proposed initiative will benefit from in-house expertise and Valencia’s existing knowledge base.
6. **PLANNING**- Briefly describe the strategies anticipated for the implementation of this proposal.
7. **IMPACT ON OTHERS** – Describe the potential impact on other programs, faculty, and staff, and your plan to address any anticipated impact.
8. **EVALUATION STRATEGY** – Briefly describe the strategy/methodology for evaluating the effectiveness of this proposal (include a proposed time-line for implementation and evaluation).

Note: Save this document as “project name-narrative.doc”