

✓ SFAC Presentation Guidelines

✓ Partitioning/Timing

- 45 Minute Presentation: 30 minutes of presentation
15 minutes of question and answer
- 30 Minute Presentation: 20 minutes of presentation
10 minutes of question and answer

✓ Presentation Topics

- Program
 - Mission (what the unit does and how it is accomplished)
 - Relationship to DSA/UH Strategic Initiatives
 - Unit Successes
 - Accomplishments
 - Progress since last year
 - Evaluative data to demonstrate success
 - Return on investment – value of programs/services
 - Per student cost
 - Unit response to issues identified in last SFAC Report (if applicable)
 - Unit Challenges
 - Unit Needs
 - Data/justification to support need
 - Benchmarking/comparison to peer institutions
- Budget
 - Base budget overview/stewardship
 - Explanation of Fund 3 balance to Fund Equity (if applicable)
 - Explanation of one-time and base allocation usage/expenditure
 - Justification for current year one-time and FY15 augmentation requests
- Question and Answer

✓ Suggestions

- Be prepared to start on time
- Don't use PowerPoint slides of documents already submitted to SFAC
- Use PowerPoint slides to address the topics cited in the guidelines above
- Consider using webpages/videos/links to presentation topics
- Be cognizant of the time; be sure to allow for the specified Q&A period
- Practice your presentation

✓ Be aware that your PowerPoint presentation audio is being recorded

- Reversing presentation direction will result in recording over original slide(s)