

## ✓ 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 or Values
    - 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 new FY18 one-time and FY19 augmentation and one-time 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)**