

✓ **FY20 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 FY19 one-time and FY20 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**