

**Palm Beach State College  
Academic Affairs  
Pilot Project Proposal Form**



**Instructions:** This form is to be used for faculty or staff who wish to pilot a project involving changes in curriculum (courses and programs), textbooks and tests for diagnostic purposes. The project's expected outcomes should reflect the college's mission and strategic plan (<http://www.palmbeachstate.edu/IRE/Strategic-Plan/>). The maximum duration of a pilot project is one academic year, with the opportunity to continue for an additional year if approved by the VPAA.

**1. Basic Information**

Person Proposing Project: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Campus where project proposed to take place: \_\_\_\_\_ Cluster Approval: \_\_\_\_\_

**2. Pilot Project Information**

Title/Description of the Pilot Project: \_\_\_\_\_

Statement of the Problem to be solved by the Pilot Project: \_\_\_\_\_

Expected Outcomes of the Pilot Project: \_\_\_\_\_

Proposed Timeline/Duration of the Activity: \_\_\_\_\_

(Note: Evaluative Report is due to the VPAA one month after the conclusion of the activity)

Course Number: \_\_\_\_\_ Reference Numbers/Classes affected: \_\_\_\_\_ (if appropriate)

Are students:  Randomly Selected  Advised/Counseled to Participate

Describe any Proposed Curriculum Changes (course hours, objectives, waivers, etc): \_\_\_\_\_

Describe any college rules/policies or state rules and statutes proposed to be waived: \_\_\_\_\_

Evaluation Plan: Describe how data will be analyzed to determine whether or not the pilot program met its expected outcomes: \_\_\_\_\_

Implementation: Once the pilot project has been completed, how will the results be used in decision making? \_\_\_\_\_

**3. Impact of Pilot Project**

Faculty Impact

A. Faculty Load Impact:  None  Yes Specify impact: \_\_\_\_\_  
B. Release Time:  None  Yes Specify impact: \_\_\_\_\_

Other Budget/Facilities Impact: (Equipment, software, etc): Specify: \_\_\_\_\_ Provost Initial: \_\_\_\_\_

Grant Funded:  Yes  No If Yes, attach copy of grant: \_\_\_\_\_

**4. Approvals:**

The person proposing the pilot project submits the completed form to their Academic Dean, to be reviewed by the Dean's Council. The Dean's Council will make a recommendation on approving/not approving to the Vice President of Academic Affairs. The VPAA notifies the campus dean on the final decision. The campus dean will notify the person proposing the pilot project as to the approval status. If approved, the campus academic dean provides oversight of the pilot project.

**Deans' Council Recommendation:**  Approved  Not Approved Date: \_\_\_\_\_

**Final Approval:**

**VPAA:**  Approved  Not Approved Date: \_\_\_\_\_