

AGENDA ITEM REQUEST FORM

NEW AGENDA ITEM REQUEST INFORMATION

Date of Meeting Requested: _____ Date of Request: _____

Requested by: _____

Presenter(s): _____

Contact Information (email or phone): _____

Agenda Item: _____ Time Requested: _____

Action being sought: Inform / Report Action Discuss Amend Other

Description/ Introduction to Topic / Background Information:

*****Requests to be added to the agenda MUST be received by the Senate Office at least five (5) working days prior to the meeting date. All background information and/or handouts MUST be attached in order for this item to be placed on the agenda.*****

Use the above template to submit agenda items for deliberation. The objective is to assure that deliberations are guided by an understanding of the action sought, the pertinence of the proposal to the college's mission and objectives, and ultimately the expectations and obligations to which the Senate is agreeing when it takes action on an agenda item.

INTRODUCTION: A brief statement regarding what prompted the agenda item and how the proposed initiative ties to the mission or current activity of the college. All agenda items must have a 10+1 impact to be considered as described in Title 5 § 53200. Refer to the [Academic Senate for California Community Colleges website on 10+1](#) for more information.

(1) Curriculum including establishing prerequisites and placing courses within disciplines, (2) Degree and certificate requirements, (3) Grading policies, (4) Educational program development, (5) Standards or policies regarding student preparation and success, (6) District and college governance structures, as related to faculty roles, (7) Faculty roles and involvement in accreditation processes, including self-study and annual reports (8) Policies for faculty professional development activities (9) Processes for program review (10) Processes for institutional planning and budget development (11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

CLARIFICATION OF THE ACTION BEING SOUGHT: Most deliberation is intended to achieve one of four outcomes:

* To inform: The purpose is to inform or report on the actions/thoughts of the presenting group and to provide an opportunity for discussion and questions. (e.g., an update from a standing or ad-hoc committee.) No action is sought.

* To act: The purpose is for a vote that has a specific new action, stance, or resolution for the Senate to consider.

* To discuss: The purpose is to discuss an item and allow for opportunity for the Senate to determine the best next steps.

* To amend: The purpose is for a vote to amend an already existing action, stance, or resolution.

See Guidelines for Changes on Senate's website.

Approved _____