



Academic Senate Agenda Item Request Form

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In order to be considered for the agenda, please complete this form and submit it electronically to the Senate President at ssandler@gavilan.edu. **The deadline to submit your agenda item request is 5pm on Tuesday one week prior to each meeting.** Please refer to the Senate meeting schedule at <https://www.gavilan.edu/committee/senate/index.php>

Today's Date: _____

Date of the meeting you are requesting to add an agenda item: _____

Time requested for agenda item (please check one):

_____ 5 minutes _____ 10 minutes _____ 15 minutes _____ 20 minutes

Is this Item (Choose one):

_____ Informational _____ For Discussion _____ An Action item

Title of Agenda Item*:

**Please print clearly how you would like your item to appear on the agenda.*

Agenda Item Background Information:

Agenda Item Supplementary Information:

Presenter Contact Information:

Name: _____

Phone: _____ **E-mail:** _____