



Academic Senate Agenda Item Request Form

5055 Santa Teresa Blvd. Gilroy, CA 95020

In order to be considered for the agenda, please complete this form and submit it electronically to the Senate President at ndequin@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 <http://www.gavilan.edu/committee/senate/meetings.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:** _____