

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 four (4) 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.*****

Please 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.

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:*

**To discuss:*

**To amend:*