



## 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](mailto: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:** \_\_\_\_\_