

**MiraCosta College
Academic Senate**

AGENDA ITEM REQUEST

Name:

Date:

Submitted for Academic Senate meeting to be held (date):

Topic:

Description of topic:

Do you consider this a "10+1 academic and professional matter?"

Yes

No

Please mark one of the following:

Information Item

Action Item

Consent / Routine Item

Who will present the topic?

Estimated time required (ten minutes is typically the limit)?

Time Certain: (specific hour)**

Do you have attachments? Yes No

For action items only - Desired Academic Senate Action (e.g., proposed motion*):

* Please remember, Academic Senate will only discuss a new item at the meeting if it is introduced; action (if required) will not be taken until the following Academic Senate meeting or later, if requested.

Have you contacted your Senate Representative? Yes No

Have you contacted your administrator (if appropriate)? Yes No

This form, and any attachments (e.g., presentations, materials), must be sent to Debby Adler, by email at dadler@miracosta.edu, at least six (6) working days prior to the AS meeting identified by the requestor, in order to be sure the item will be placed on the agenda for that meeting. Academic Senate meets the first and third Fridays of the month via Zoom (or in room 1202 when viable) at 9:00am.

****For guests bringing items before Senate. When a specific time is given, e.g., 9:30, 10:15, etc., Senate will pause their discussions to hear from guests. This will enable individuals to present their issues and then leave if they so desire.**