

**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 minutes)

Time Certain:      (specific hour)\*\*

Do you have attachments?      Yes      No

For action items only – Desired Academic Senate Action:

\*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 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 written supporting material, must be returned to Arielle Locke, M/S 8C or by email to [alocke@miracosta.edu](mailto:alocke@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 1st and 3rd Friday of each month in room OC1068 at 9:00am unless otherwise noted.

**\*\*For guests bringing items before Senate: When a specific time is given, e.g., 2:30, 3:15, etc., Senate will pause their discussions to hear from guests. This will enable individuals to present their issues and leave if they so desire.**