

Skyline Academic Senate Agenda Item Request Form

All reports must be submitted *n* hours in advance.

Item Title: Agenda Item Request Form

Presenter(s): Terrence Chang

Contact (e-mail and/or phone): changt@smccd.edu

Meeting Date Requested: 03/15/18

Time Requested (e.g. 2:30 PM): 3:00 PM

Item Summary (1 – *m* sentences)

I’ve created a form for requesting agenda items.

Additional Information (required for action items):

This item is meant to formalize the process of requesting an agenda item. Personally, having action items require presenters to write out additional information beforehand is helpful for when they are unable to make it to the meeting, which has happened in the past. This at least gives us some information to base our decisions on.