

Skyline Academic Senate Report Form

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

Report Title: Senate Report Form Draft

Presenter: Terrence Chang

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

Report Summary (1 sentence)

I’m looking for feedback on the report form I’ve created.

Full Report

I’ve created a fillable .docx that can be used to gather reports. This report form will facilitate incorporating reports into the minutes. This form was made using MS Word, which will make text entry and copying text relatively easy. In contrast, a form made as a .pdf would take more effort, but might look better and would be accessible to anyone who has access to the Internet (Adobe Acrobat is free, unlike MS Word). If you have any thoughts on the form that I have now, or whether you would prefer a .docx or .pdf, please let me know.