

Golden West College Academic Senate
AGENDA ITEM / PRESENTATION REQUEST

Request for an item to be placed on the GWC Academic Senate Agenda.

NOTE: Please be aware that any information or content submitted to the Academic Senate office will be made available to the public in accordance with [The Brown Act](#).

Requests **MUST** be received by the Senate Office at least seven (7) working days prior to the meeting date. Agendas close the Friday prior to the meeting (exception – holidays). Due to limited time and planning, members are encouraged to submit requests as soon as possible. All final presentation documents must be submitted to the Senate office at GWCAcademicSenate@gwc.cccd.edu by the closing of the agenda.

If you have any questions, please contact Patty Fonseca, Academic Senate Administrative Assistant, at (714) 895-8175 or email pfonseca@gwc.cccd.edu.

(* required fields)

Requestor/Main Presenter:* _____ Title:* _____

GWC Email:* _____

Supporting presenters: _____

Today's Date:* _____

Date of preferred Senate meeting:* ([view meeting dates](#)) _____

Title of item to be placed on the agenda:* _____

Type of agenda item:* (select one)

Action item – seeking the Academic Senate’s motion/approval of a document, issue, or action. Refer below for additional information.

Discussion item – seeking the Academic Senate’s recommendations on a document, issue, or action.

Report/Information item – general subject-matter presentation to the Academic Senate

Please note that an Action item often requires a second reading and scheduling of a follow-up session. Please plan accordingly if your item is subject to a mandated deadline. All Action items must have an attachment of the item for review in its intended final form. If there are meaningful changes from what is posted to the agenda, it may be subject to removal from the agenda.

Please describe your proposed agenda item providing relevant detail:*

Examples: **Action item:** requesting Academic Senate approval of amended CCI 5-Column Model.

Discussion item: seeking faculty input related to BAT procedures and Student Code of Conduct violations.

Report/Information item: general department or college updates

Does your Action item have a state mandated deadline? Date: _____

Presentation time:

Five (5) minutes will be allocated for the presentation followed by Senator’s Q&A. A time will be assigned by the Senate office. Available times include 1:10 p.m. or 1:20 p.m. The Academic Senate understands flexibility may be necessary and will offer alternative times if needed.

Additional Comments:

Signature:

Item Attachments

Nearly every item should include supporting documents for preliminary review by the Academic Senate President. These items may include a draft document and PowerPoint slides. If you are asked to provide a revision, all final presentation documents must be submitted to the Senate office at GWCAcademicSenate@gwc.cccd.edu by the closing of the agenda.

Save this form to your computer. Click the submit button to have it emailed to the Senate office. Please remember to attach your supporting documents. You will receive a confirmation notice from Patty Fonseca acknowledging receipt of your submission.

SUBMIT FORM