



**Request for an Item to be placed on the College of the Canyons  
Academic Senate Agenda**

*Note: Please be aware that any information or content submitted to the Office of Academic Senate will be made available to the public per [The Brown Act](#).*

Requester/Presenter(s): \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date of Senate Meeting requested: \_\_\_\_\_

Request: \_\_\_\_\_  
\_\_\_\_\_

Title of Request to be placed on the agenda: \_\_\_\_\_  
\_\_\_\_\_

One sentence summary of item to be placed on the agenda: \_\_\_\_\_  
\_\_\_\_\_

Type of agenda item: *(Please indicate one below)*

- Action Item (first read)
- Discussion Item
- Report Item

Amount of Time Requested: \_\_\_\_\_

Start Time Requested: \_\_\_\_\_

Background: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please attach any documents necessary for senators to review before the meeting and to be attached to the agenda and minutes. Thank you.*