

Cañada College Council Agenda Request Form

Instructions: In order to be included on the next agenda, please complete this form and submit it to the Office of the President in Bldg. 8 (Assistant to the President's desk). The Agenda Request Form should be submitted, no later than 10 working days prior to the next College Council meeting. At the completion of the request process, the Assistant to the President will email verification on the date, time and location of which the College Council will listen to initial discussion on the topic listed on the Agenda Request Form. At the conclusion of your request or proposal, (please note that any conclusion on new business could take more than one meeting date), the Assistant to the President will email you a summary and the outcome of any and all action taken as a result of your request or proposal. A copy of your proposal will be on file at the Office of the President.

Date of Meeting proposal is to be presented as a discussion item: _____

Title of Proposal: _____

Proposed By (Club/Faculty/Staff): _____ Contact # _____

Sponsored By (College Council Member): _____ Contact # _____

DISCLAIMER: THE COLLEGE COUNCIL MEMBER WHO AGREES TO SPONSOR THIS REQUEST IN NO WAY IS BOUND BY THIS DOCUMENT. THE VIEWS EXPRESSED HERE WITHIN DOES NOT NECESSIARLY MEAN THAT THEY ARE THE VIEWS OF THE COLLEGE COUNCIL MEMBER SPONSORING THIS DOCUMENT.

Before submitting this to College Council, have the following actions been completed?

- Has this request been discussed with your manager or area Dean?
- Has this request been discussed at the appropriate division meeting?
- Does this request follow guidelines set forth by AB1725 and or has discussion taken place in the Academic Senate, Classified Senate or Associated Students?

Describe your proposal or request here: (Please attach extra paper if necessary)

Action Taken

For College Council Vice Chair Only:

Motion made by: _____ Seconded by: _____

Result of Vote: Yes () No () Abstain () Date: _____