# Facilitating Orderly Requests Memo (F.O.R.M.)

Please email this completed agenda item request form to the Academic Senate Officers (President, Vice President, Treasurer, Secretary). For anonymous submissions, please email the form to at least two Senate Officers.

Name (or anonymous):  
Senate Representative/Officer bringing the item forward:

With which of the following areas of Senate purview does this most closely align?

\_\_\_Curriculum

\_\_\_Degree and Certificate Requirements

\_\_\_Grading Policies

\_\_\_Educational Program Development

\_\_\_Student Preparation and Success

\_\_\_Governance Structures

\_\_\_Accreditation

\_\_\_Professional Development

\_\_\_Program Review

\_\_\_Institutional Planning and Budget Development

\_\_\_General Academic Senate Issue, like the way meetings are run, etc.

\_\_\_I need help figuring this out (sometimes an item doesn’t fit the above, but is still within Senate’s purview)

Please provide background for the issue (why do you want to bring the item to Senate’s attention):

Please provide a brief summary of the action you would like Senate to take (most actions are in the form of a motion. For an action/motion to be voted on, a Senator will literally have to say “I move that….”):

Please provide a brief summary of the “best case” results of the above proposed action (what would you like to be different about our college as a result of your proposed action?):

Additional Notes: