

# COUNCIL/COMMITTEE REQUEST FORM

Directions: Please send your request to the Office of the President. All requests will be reviewed by ADSOC for approval.

<b>Person Submitting Request</b>		<b>Date</b>		
<b>Name of Council/Committee</b>				
<b>Action Requested:</b>		<b>Add</b>		<b>Delete</b>
<b>Change*</b>				
<b>Charge of Council or Committee:</b> Give a concise description of what the council or committee seeks to accomplish.				
<b>Proposed Meeting Schedule:</b>				
<b>Committee Composition:</b> Identify individuals by position and not names ( <i>Example: Faculty representative from instructional division, Dean of Counseling, ASGC Representative, Classified Representative, etc.</i> ). Identify Chair and/or Co-Chair by position and not name.				
<b>Would any other councils or committees be impacted by the formation, change, or rejection of this new council or committee? If yes, what would be the impact?</b>				
<b>Additional Information:</b>				

\*If change is requested, attach current structure and list proposed changes.