North Orange Continuing Education

 **Curriculum Committee**

 Agenda Item Submittal Form

Date:

From:

Re: Agenda Item for Curriculum Committee Meeting on [ **Enter Meeting Date.**]

1. AGENDA ITEM NAME

 **[Agenda item name]**

2. AGENDA ITEM ACTION (**Please check all that apply.**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information Only** |  |  | **Second Reading** |  |
| **Review/Discussion** |  |  | **Action** |  |
| **First Reading** |  |  | **Consent Agenda Item** |  |

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION:

 **[Estimated time required.]**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

**[Include rationale for revision and identity of originator.]**

5. RECOMMENDATION:

 **[Required for all action items; encouraged for all review/discussion items.]**

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM: