**Use this form to submit an item you wish to appear on the Education Council agenda. Form to be submitted to the Education Council Chair and Administrative Assistant to the Council.**

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| **Submission Date:** | **Education Council Meeting Date:** |
| **Submitted by:** (Provide *Name, Cluster/Department, and Faculty: This person will attend the Education Council meeting to speak to the item*)  Click here to enter text. | |
| **Agenda Item Name:** (*Will appear on agenda exactly as written*)  Click here to enter text. | |
| **Agenda Item:** (*Choose One*)  Program Revision  Information Only  New Program Proposal  Concept Paper  Other: Click here to enter text. | |
| **Submitted for (approval, discussion, information)** (*Choose One*)  Approval  Discussion  Information | |
| **Brief summary** (summary of agenda item or attachment if no cover memo is provided)  Click here to enter text. | |
| **NOTE:**  Request for Short Cycle (Notice of Motion and Motion to Approve at same meeting; Type proposed motion in text box: | |
| Compliance with the College & Institutes Act  Please review the act and advise which section of the ‘Act’ the motion refers to. This only applies to motions; you do NOT need to do this if you checked off ‘Information Only’ or ‘Concept Paper’ Here is a link to the Act:<http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96052_01>  23e | |
| **List Attached Document(s):**  none | |