## Operational Committee or Advisory Group Recommendation to College Planning Committee

**Committee/Advisory Group Recommendation**

At the [Date] meeting of the Ventura College [Committee Name], the committee/advisory group approved a motion to recommend the following to the College Planning Committee (CPC):

[Recommendation]

**Process Requirements**

All boxes below must be checked.

[ ]  Recommendation was approved as an action item by a majority of voting members in the committee/advisory group (with quorum, as appropriate)

[ ]  Minutes documenting the recommendation vote are attached

[ ]  Recommendation aligns with the charge of the recommending committee/advisory group

Please Explain: [Explanation of alignment with committee/advisory group charge]

|  |  |
| --- | --- |
|  |  |
| Committee Tri-Chair Signature | Date |
|  |  |
| Committee Tri-Chair Signature | Date |
|  |  |
| Committee Tri-Chair Signature | Date |

**CPC Review**

**CPC Recommendation**

Support as written =

Support with considerations =

Concerns with process =

**CPC Considerations and/or Concerns**

Does this recommendation align with VC’s Educational Master Plan? If yes, which Goal(s)/Objective(s)? Have all relevant processes and procedures been followed?

Additional CPC comments and considerations for College President.