**Information for Curricular Items**

1. Your Department Curriculum Committee meets, discusses, and votes on curricular items.

2. An email is sent to: [baudant@hostos.cuny.edu](mailto:baudant@hostos.cuny.edu) [smitchell@hostos.cuny.edu](mailto:smitchell@hostos.cuny.edu), [curriculumoffice@hostos.cuny.edu](mailto:curriculumoffice@hostos.cuny.edu) before or on due date listed on chart on CWCC website.

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| Include the following information when emailing the team to facilitate the process: |
| Dear Dean Audant, Professor Mitchell, Curriculum Office:  The (***insert name of department***) curriculum committee met and passed the following:  ***List courses and description of the changes***  Below find the presenters for the above courses respectively:  ***List the presenters for the CWCC.*** (NOTE: The presenters will be documented as the same presenters for the Senate meeting unless otherwise indicated). |

**Sample Letter of Submission of Curricular Items**

Dear Dean Audant, Professor Mitchell, and Curriculum Office:

The (***Education Department***) curriculum committee met and passed the following:

***List courses and description of the changes***

Attached please find the revised Course Revisions for ECE courses and one PED course.

EDU 101, EDU 109, EDU 111, and EDU 116 all have the identical ENG/ESL updates.  They can probably be voted on as a package.

EDU 104, EDU 105, EDU 107, EDU 113, EDU 130, EDU 131, EDU 132, EDU 150, and EDU 299 have the same ENG/ESL updates plus additional minimal punctuation, grammar, and vocabulary changes.  They may be able to be packaged under one vote.

Below find the presenters for the above courses respectively:

***List the presenters for the CWCC.*** (NOTE: these will be documented as the same presenters for the Senate meeting unless otherwise indicated).

Jacqueline DiSanto will be presenting all EDU courses.

Michael Gosset will present the PED course.