**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), [chutchins@hostos.cuny.edu](mailto:chutchins@hostos.cuny.edu), [curriculumoffice@hostos.cuny.edu](mailto:curriculumoffice@hostos.cuny.edu) before or on due date listed on chart on CWCC website. Pathways Submissions need also to be sent to [jdisanto@hostos.cuny.edu](mailto:jdisanto@hostos.cuny.edu) .

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| Include the following information when emailing the team to facilitate the process: |
| Dear Dean Audant, Professor Hutchins, Curriculum Office:  The [***insert name of department***] curriculum committee met and passed the following:  [***List courses and description of changes***]  Below find the presenters for the above courses respectively:  [***List presenters for 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 Hutchins, and Curriculum Office:

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

***Attached please find Course Revisions for the following 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:

***Jacqueline DiSanto will be presenting all EDU courses.***

***Michael Gosset will present the PED course.***