

Appendix 8: Annual Message to the Department Chairs from the Chair of the Curriculum Committee Concerning Matters to be Brought Before the Committee

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

COMMITTEE ON CURRICULUM OF THE ACADEMIC SENATE

Telephone
Fax Email

Date:

From: , Chairperson

To: , Chairperson, Academic Department

Matters to be brought before the Committee on Curriculum in this Academic Year

The Committee on Curriculum of the Academic begins its 20XX – 20XX academic year with a considerable agenda of pending matters. If your department has any matter for the Committee’s consideration or action, the Committee requests that you notify it as soon as possible so that the Committee might arrange its calendar accordingly. You need not wait to gather all supporting documentation and materials before notifying the Committee.

Of course you may present any relevant matter to the Committee at any time even without prior notification. However, to avoid having important matters being delayed or hastily processed and sent to the Academic Senate, it would be better if the Committee had some prior notice of business to be placed before it so that it could proceed to deal with it in a professional and responsible fashion.

During this academic year the Committee will be deliberating on several proposals for new curricula that might possibly include the following:

and a number of certificate programs. If you would like to speak with the Committee concerning any of these proposals, or if you would like to be kept informed of the actions taken concerning them, kindly inform me as soon as possible.

Please check the Committee on Curriculum website for templates and formats to be used for submission of items to the Committee. [<http://www.qcc.cuny.edu/Governance/AcademicSenate/CURR/default.asp>]

The Committee on Curriculum needs to send the Monthly Report to the Steering Committee two (2) weeks prior to the Academic Senate meeting. The Committee on Curriculum meets on Tuesday at 2 pm, whenever there are proposals to be examined and approved. Because of scheduling of both Steering Committee and Committee on Curriculum at least 5 weeks are needed to get submissions to the Academic Senate, provided there are no major revisions and it is approved by the Committee on Curriculum without delay.