

Template: Curriculum Transmittal Memorandum to Instructional Council

From: (name of sender)

Date: (date of transmittal)

To: (IC distribution list)

CC: (other recipients)

Subject: Instructional Council Curriculum Proposal - (prefix - type of proposal – college)

Linked below are proposals for your Instructional Council's (IC) review, sent on behalf of : (name of VPAA or designee, title, college)

ALL: Please evaluate the proposed curriculum according to the Instructional Council suggested evaluation criteria, [Handbook - I Evaluation Criteria](#), and submit your recommendation to the IC Chair: (name and email address of IC chair) within 10 instructional days (date response is due)

IC Chair: After all materials have been evaluated by the IC, (Name of IC chair, name of IC) please complete the proposal evaluation form below and return the form via e-mail to (name and email address to send evaluation to) **on or before** (date response is due). If you anticipate any difficulty in responding within the 10 instructional days, please let us know.

The proposals are scheduled to be presented to the (initiating college) Curriculum Committee on (curriculum meeting date)

Thank you,

(name of sender)

CURRICULUM PROPOSALS:
(type of proposal: new course, course modification, new program, etc.)

[link(s) to ACRES form(s)]

IC Chair: Please complete form below and email to (name and email address to send evaluation to) **on or before** (date response is due).

MCCCD Instructional Council Evaluation of Curriculum Proposal(s) Form

Course(s) or Program(s):
(Prefix, Number and Title of Course(s), or Type of Degree and Title of Program)

Instructional Council Evaluation:

_____ Proposed course(s) has (have) been evaluated per MCCCD suggested criteria.
_____ Recommends Approval
_____ Does not recommend approval (state reason):

Comments/Reason: