FROM : Mark Kostka \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairperson, Curriculum Committee

TO : Executive Committee Members

THROUGH : Karen Simion

 Vice President for Instructional Affairs (VPIA)

SUBJECT : Approved Term of Reference (TOR)

Dear Executive Committee Chairperson and Members

Attached to this memorandum, for your review and approval, is the T.O.R for School Year 2018-2019 as adopted by the Curriculum Committee on its 1st October 2018 meeting.

As mandated in the T.O.R., the Chairperson of Curriculum Committee is to send the approved T.O.R. to Executive Committee for review and recommendation by September 30th.

 As chairperson of the CC for this school year, I understand and therefore undertake the responsibilities attesting to the long delay of this process. However, I am grateful for the cooperation of the CC members who have guided me and supported me as their new and trying chairperson to this end. We eagerly await your recommendation for improvement of the TOR and betterment of the CC’s service to the College.