

Queensborough Community College
Academic Senate

The Committee on Continuing Education

TO: Prof. Phyllis Pace,
Secretary, Academic Senate Steering Committee

FROM: Sheila Beck

SUBJECT: Committee Annual Report

DATE: August 23, 2004

Members: S. Beck, Chair, T. Claire, P. Gray

The Committee on Continuing Education for the Fall 2003-Spring 2004 academic year met in December and February 2004.

The Committee reviewed the continuing education bulletin with Ms. Sophie Foglia, Acting Director of the Office of Continuing Education, Arts and Business Development. She is revising the format of the bulletin and reviewing course offerings. The Committee recommended possible courses and offered to lend expertise in their areas. Ms. Foglia increased distribution of the bulletin on campus at cultural events.

The prior committee sought to meet with the new Executive Director of Continuing Education and was not able to do so because the position was vacant. Therefore, no recommendations were made during the Fall 2002- Spring 2004 academic year.

New recommendations include better communication between the Library and the Office of Continuing Education, Arts, and Business Development. Additional discussions were held with Ms. Foglia regarding course offerings. In the future, the Committee plans to meet with the new Vice-President for Academic Affairs on his vision for the Office of Continuing Education, Arts, and Business Development.

New committee members are M. Gayle and J. Ramjerdi. S. Beck will continue as chair and secretary.

<p>Committee Recommendations/Actions from Academic Senate Reports</p>	<p>Actions Taken on Recommendations</p>
<p>a. Report and recommend to the Academic Senate on services and facilities available to the Continuing Education program</p> <p>b. Serve as a mechanism for articulation between the Continuing Education instructional staff and students, and the Academic Senate</p> <p>c. Consider and evaluate proposals received from faculty, students, and the community regarding policies pertaining to Continuing Education</p> <p>d. Recommend to the Director of Continuing Education proposals and policies which would enhance the operation of the Continuing Education Program.</p>	<p>a. Submitted annual report to the Academic Senate</p> <p>b. Submitted minutes to the Academic Senate</p> <p>c. Committee met with Ms. Foglia, Acting Director, Continuing Education, Arts and Business Development to consider and evaluate proposals</p> <p>d. Committee met with Ms. Foglia, Acting Director, Continuing Education, Arts and Business Development to recommend course proposal</p>