

**QCC Academic Senate Standing Committee Tracking Form
2011-2012**

<i>Committee Name:</i>	COMMITTEE ON CONTINUING EDUCATION
<i>Bylaws Charge:</i>	<ul style="list-style-type: none"> a. Report and recommend to the Academic Senate on services and facilities available to the Continuing Education programs. b. Serve as a mechanism for articulation between the Continuing Education instructional staff and students, and the Academic Senate. c. Consider and evaluate proposals received from faculty, students, and the community regarding policies pertaining to Continuing Education. d. Recommend to the Director of continuing Education proposals and policies which would enhance the operation of the Continuing Education Program.
<i>Members :</i> (3) members of the instructional staff and	Jankowski, Jeff Van Ells, Mark Alaiz Losada, Susana
<i>President's Designee::</i>	Ward, Denise
<i>Chairperson:</i> <i>Secretary:</i> <i>Steering Committee Liaison:</i>	Alaiz Losada, Susana Jankowski, Jeff Rome, Barbara
<i>Activities of the Committee for the coming year as self generated:</i>	
<i>Recommendations of the Academic Senate from previous year to be followed up:</i>	
<i>Specific charge from Steering Committee:</i>	<ul style="list-style-type: none"> • Assist in defining the direction to be taken by the Office of Continuing Education, Arts and Business Development • Determine if Committee, Departments and faculty are informed of programs and classes prior to being offered

	<ul style="list-style-type: none"> • Continue monitoring of CUNY Start Program • Communicate with the Curriculum Committee regarding CUNY Start Program
<i>Annual Report:</i>	x Received <input type="checkbox"/> Academic Senate
<i>Website:</i>	<input type="checkbox"/> Created <input type="checkbox"/> Annual Report <input type="checkbox"/> Content placed <input type="checkbox"/> Guide placed
<i>Committee Guide:</i>	x Explained <input type="checkbox"/> Completed <input type="checkbox"/> In progress <input type="checkbox"/> On website
<i>Recommendations for next Strategic Plan:</i>	
<i>Reports provided by President/Administration:</i>	
<i>Reports requested from President/Administration:</i>	_____ <input type="checkbox"/> Requested <input type="checkbox"/> Received _____ <input type="checkbox"/> Requested <input type="checkbox"/> Received
<i>Reports Requested from College Committees:</i>	_____ <input type="checkbox"/> Requested <input type="checkbox"/> Received _____ <input type="checkbox"/> Requested <input type="checkbox"/> Received