

QUEENSBOROUGH COMMUNITY COLLEGE
ACADEMIC SENATE

COMMITTEE ON CONTINUING EDUCATION

TO: Kenneth Pearl, secretary, Academic Senate Steering Committee
FROM: Sheila Beck, Chairperson, Committee on Continuing Education
SUBJECT: Committee Annual Report
DATE: May 31, 2005

Committee members: Sheila Beck, Marvin Gayle, Jan Ramjerdi
Steering Committee liaison: Jane Poulsen
Dates met: September 29, 2004, October 13, 2004, December 1, 2004,
February 15, 2004 and April 19, 2005

The committee met five times during 2004-2005 Academic year and maintained email contact. The committee met with Sophie Foglia, Executive Director of the Office of Continuing Education, Arts and Business Development three times to increase our understanding of continuing education and to discuss an assessment plan. She kept us informed of new initiatives. The committee as well as Ms. Foglia felt the previous discussions on sales tax were no longer relevant. The chart below summarizes our recommendations and the actions taken. The new committee member is Simran Sehmi.

Committee Recommendations	Action Taken on Recommendations
1. Issue of lack of parking and classrooms	1. Offering more weekend classes when more parking and classrooms are available
2. Issue of out of date computers and insufficient number of computers for classes	2. Existing computers have been updated and four additional computers added so class sizes can increase
3. Offering additional classes	3. Using vendors to administer and run QCC continuing education programs such as Camp Oasis and the motorcycle program. Looking for a vendor to administer Suzuki program
4. Assess community needs and interests for continuing education classes	4. Surveying continuing education students and parents of continuing education students at QCC for interests and satisfaction. Looking to target specific groups of the community's population.