

Queensborough Community College Academic Senate  
Committee on Bylaws

Agenda for November 24, 2014

Approval of current agenda

Approval of Minutes for September 8, 2014 Meeting

Report of the Chair

Old business

*Review the proposed amendment to Bylaws of the Academic Senate, Article VII, Section 17: The Committee on Continuing Education*

See Additional notes, below.

New business

1. Updates to the Bylaws
2. Other information posted to QCC website

Set date, time, location of next meeting

Adjournment

**Additional notes**

Proposed amendment to to Bylaws of the Academic Senate, Article VII, Section 17: The Committee on Continuing Education

**From:**

The Committee on Continuing Education shall consist of three (3) members of the instructional staff and one (1) student.

The Committee on Continuing education shall:

- (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.

**To:**

The Committee on Continuing Education shall consist of three (3) members of the instructional staff and one (1) student.

The Committee on Continuing education shall:

- (a) Report and recommend to the Academic Senate on services, facilities, and resources available to the Continuing Education programs.
- (b) Serve as a mechanism for articulation and communication between the Continuing Education instructional staff, students, the Academic Senate, and Academic Departments.
- (c) Review the Continuing Education Catalogue each semester: Receive reports regarding all offerings, programs, courses, and curriculum under development, report to the Academic Senate concerning any overlapping curricula between proposed new programs offered by the Office of Continuing Education and Workforce Development and courses offered in Academic Departments.
- (d) Recommend to the Dean of Continuing Education and Workforce Development proposals and policies which would enhance the operation of the Continuing Education program.