

Queensborough Community College
Committee on Continuing Education
Minutes

Date: Friday, March 23, 2007
Time: 1 PM
Location: M-127

In Attendance: Jane Poulsen (Chair), Simran Sehmi, Lana Zinger

The committee met to discuss the ongoing effort to encourage greater communication between the Office of Continuing Education and the chairpersons of the academic departments.

Dr. Poulsen distributed copies of Ms. Foglia's email messages to the faculty chairpersons concerning Continuing Education's summer course offerings. Ms. Foglia forwarded the Continuing Education catalog to the chairpersons and to the committee chair prior to publication, as requested by the faculty chairpersons and communicated to her through the Committee on Continuing Education.

However, it was unclear whether or not the Office of Continuing Education had acted on the Committee's other recommendation to formally inform the chairpersons of plans to create new certificate programs and other new initiatives prior to implementation.

The committee therefore formulated the following email to be sent to Ms. Foglia:

"On behalf of the Committee on Continuing Education, I am writing to follow-up on our meeting with you last November.

The members of the committee appreciate your efforts to solicit suggestions and recommendations from the faculty and chairpersons of the academic departments. We also thank you for forwarding the Continuing Education catalog to the chairpersons prior to publication, as they requested.

However, the committee did not receive a copy of the "What's New" page of the summer catalog. Would you forward a copy to Jane Poulsen (committee chair) and to the academic chairs, if you have not already done so?

The academic chairpersons have also communicated to us that they would like to be formally notified of plans to create new certificate programs and other new courses before implementation. For the upcoming Fall 2007 semester and those following, do you have a policy for notifying department chairs of new initiatives before the catalog is sent to the printer?"

The meeting adjourned at 2 PM.