

QUEENSBOROUGH COMMUNITY COLLEGE  
The City University of New York

Academic Senate

Committee on Continuing Education

**To:** Kathleen Villani, Secretary, Steering Committee, Academic Senate  
**From:** Jane Poulsen, Chairperson  
**Date:** May 22, 2007  
**Subject:** Annual Report of the Committee on Continuing Education for 2006/2007

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Committee Members: Jane Poulsen, Simran Sehmi, Lana Zinger

Steering Committee Liaison: Tina Bayer

Dates Met: November 1, 2006, November 29, 2006  
March 23, 2007, May 22, 2007

During the 2006-2007 academic year, the committee met four times and communicated by email. The committee's main objective was to help promote greater cooperation between the academic departments and the Office of Continuing Education. Following-up on recommendations made last year by the committee to the Office of Continuing Education, the committee corresponded with Sophia Foglia by email and met with her to discuss policies to keep academic chairpersons better informed of Continuing Education initiatives. Ms. Foglia agreed to forward to academic chairpersons and the committee a list of new course offerings and the Continuing Education catalog prior to publication. She also agreed to consider developing a formal policy of notifying chairs and the committee of new initiatives before they go into effect. The following chart summarizes our former recommendations and the actions taken:

<b>Recommendations</b>	<b>Actions Taken on Recommendations</b>
Forward the Continuing Education catalog to the academic chairpersons and the committee prior to publication.	The Office of Continuing Education notified the committee and the chairpersons of the availability of the Spring and Summer 2007 catalogs in pdf format before being sent to the printer.
Formally inform the academic chairpersons and the committee of all new initiatives (courses and certificate programs) prior to implementation.	<ol style="list-style-type: none"> <li>1. The Office of Continuing Education informally solicited suggestions and recommendations about course offerings from the academic departments.</li> <li>2. The Office of Continuing Education forwarded the page from the catalog listing new offerings to the academic chairpersons and the committee.</li> </ol>

Ms. Foglia resigned in late Spring 2007. The committee recommends that her successor work with the committee to establish procedures for keeping the committee and the academic chairpersons informed of new courses and certificate programs as they are being developed. The new committee member is Jilani Warsi. The new committee chair is Simran Sehmi.