

QUEENSBOROUGH COMMUNITY COLLEGE  
Continuing Education Committee  
MEMORANDUM

Department of Biological Sciences and Geology

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To: Emily Tai, Chair of the Steering Committee of the Academic Senate  
From: Simran Sehmi, Chairperson  
Date: August 10, 2009,  
Subject: Annual Report of the Committee on Continuing Education for 2008-2009

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Committee Members: Simran Sehmi, Patricia Burke, Sharon Reeves

Steering Committee Liaison: Susan Hock

Dates Met: October, 15<sup>th</sup>, 2008; October 22<sup>nd</sup>, 2008; April 29<sup>th</sup>, 2009

The committee met twice in the fall. The first meeting involved briefing the new members about the purpose of the committee. The new committee members were distributed the Committee on Continuing Education Activities form and made familiar with the bylaw charges and the specific charge from the steering committee. The committee discussed some new ideas/initiatives that could be considered as courses pertaining to continuing education.

The second fall meeting of the committee was with Ms Denise Ward where we discussed the possibility of on-line classes for continuing education. Ms Ward expressed her difficulties with respect to distance learning and continuing education. She further stated that implementation would require more financial resources as staff, faculty and personnel would require training. Technical support was her biggest concern. It was also brought to our notice that Continuing Education department just recently got Blackboard set up and is not on CUNY First Alert. Ms Ward did explain that the CE department does offer a wide variety of on-line courses through an outside vendor: ED2Go and GATLIN.

Prof. Burke (member) initiated a collaboration between continuing education and the nursing department in offering a workshop entitled "[Integrating Simulation into Healthcare Curriculum](#)" and extended the expertise of the nursing department to serve nurses and health educators in the community through the Continuing Education Department here. This program (a direct outcome of interaction between continuing education committee and Ms Denise Ward) is now on the catalog of Continuing Education.

The committee chair also met Dr Tai (Nov 2008) and briefed her about the initiative by CE for using outside vendors to offer on-line courses.

In Spring 2009, the committee met with the new members of committee (2009-2010); Ms Patricia Burke from the Nursing Department and Ms Lin Maan (Foreign Languages and Literatures). Mr. Edward Hanssen (Business Department) and also a new member was not available for this meeting. The new members were introduced to the old members and were made familiar with the role of the committee. At this meeting the chair presented the Chair's report and new members elected the chair for the next year. Ms Patricia Burke from the Nursing Department was elected as the new chairperson.

Ms Ward has routinely communicating to the committee as well as the chairs of all academic departments on any new programs introduced by her before the CE catalog is published.