

**Queensborough Community College**  
**The City University of New York**

**Academic Senate**

**Committee on Continuing Education**

**To:** Emily Tai, Secretary, Academic Senate Steering Committee  
**From:** Sheila Beck, Chairperson, Committee on Continuing Education  
**Subject:** Committee Annual Report  
**Date:** June 8, 2006

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**Committee members:** Sheila Beck, Jane Poulsen, Simran Sehmi  
**Steering Committee liaison:** Lana Zinger  
**Dates met:** October 25, 2005, November 8, 2005, March 9, 2006,  
March 16, 2006, May 9, 2006 and May 17, 2006

The committee met six times during the 2005-2006 Academic year and maintained email contact. The committee met with Sophie Foglia, Executive Director of the Office of Continuing Education twice to discuss how the Office of Continuing Education fits into the college's image and mission. Ms. Foglia presented the committee with a mission statement, programmatic objectives and assessment criteria. In addition, the committee met with the chairpersons of the academic departments to hear their concerns. Consequently, the committee sent Ms. Foglia an email requesting she keep the chairpersons of the academic departments better informed. The text of the email is as follows:

In order to foster greater cooperation between the academic department chairpersons and the Office of Continuing Education, the Committee on Continuing Education requests that the Office of Continuing Education adopt the following policies:

- A. Formally inform the chairpersons of the academic departments of plans to create new certificate programs
- B. Formally inform the chairpersons of the academic departments of all new initiatives prior to implementation
- C. Forward the Continuing Education catalog to the chairpersons prior to publication
- D. All the above information to the Committee on Continuing Education

The committee feels these issues need to be explored further. The chart below summarizes our recommendations and actions taken. The new committee member is Lana Zinger.

| <b>Committee Recommendations</b>   | <b>Action Taken on Recommendations</b>  |
|--|---|
| 1. Issue of course offerings in keeping with the college’s image and mission                                     | 1. Sophie Foglia wrote a mission statement, programmatic objectives and assessment criteria                     |
| 2. Issue of conflict between programs offered by the academic departments and the Office of Continuing Education | 2. Email sent to Sophie Foglia requesting she keep the chairpersons of the academic departments better informed |