

QUEENSBOROUGH COMMUNITY COLLEGE  
Continuing Education Committee  
ANNUAL CHAIRS REPORT

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Committee Members: 2007-2008: Simran Sehmi, Jilani Warsi, Jane Poulsen,  
2008-2009: Patricia Burke, Sharon Reeves, Simran Sehmi  
Committee on Committees Designee: Lana Zinger

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The committee met twice in the fall. The first meeting involved introduction of the new members and the second meeting was with the new Executive Director of Continuing Education Ms Denise Ward. She was also introduced to the recommendations offered by the committee to enhance communication between the academic departments and the Office of Continuing Education. The recommendations are as follows

- 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 publications
- D. Forward the above information to the Committee on Continuing Education

Ms Ward agreed to follow the recommendations and also agreed upon keeping the academic department chairpersons informed

In spring 2008 the committee chair communicated with Ms Denise Ward regarding information on any new programs introduced by Continuing Education department. Ms Ward sent a list of new courses to be introduced in Fall 2008. She was instructed to forward the list to all the academic department chairs.

In Spring 2008, the committee met with the new members of (2008-2009); Ms Patricia Burke from the Nursing Department and Dr. Sharon Reeves from Foreign languages & Literature. 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. Dr Simran. K. Sehmi from the Biology Department was elected as the new chairperson.