

QUEENSBOROUGH COMMUNITY COLLEGE  
Continuing Education Committee  
MEMORANDUM

Department of Foreign Languages

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To: Barbara Blake-Campbell, Secretary of the Steering Committee of the Academic Senate  
From: Alaiz Losada, Susana, Chairperson  
Date: June 30, 2011  
Subject: Annual Report of the Committee on Continuing Education for 2010-2011

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Committee Members: Alaiz Losada, Susana; Gurtas, Yusuf; Spradley, Patricia Anne.

Steering Committee Liaison: Edlin, Margot

President's Designee: Ward, Denise

Dates Met: October 13<sup>th</sup>, 2010; May 4<sup>th</sup> 2011; May 11<sup>th</sup>, 2011

The committee met once in the fall, October 13<sup>th</sup>, 2010. The meeting was with Ms Denise Ward, committee members were introduced and all received copies of the Guide for Committee on Continuing Education and copies of the annual report of the committee for 2009-2010. Dean Ward gave the new members information about the programs, grants and initiatives that are running by Continuing Education at QCC and she introduced the new courses, grant proposals and initiatives. It was decided that Dean Ward would continue to inform the chairs of all the departments Committee members of the Continuing Education new courses and initiatives.

In Spring 2011, the committee met on May 4<sup>th</sup>, 2011. Dean Ward (via phone) briefed the committee on the programs, grants and initiatives that are running by Continuing Education, The following programs were discussed: Kids College Summer Academy, Perkins IV program and the CUNY Start program. Ms. Lynn briefed the committee on the following grants: 21<sup>st</sup> Century Community Learning Center, CUNY workforce Initiative, STRIVE/QCC Out of school Youth and CUNY's Green Works! Practicum.

The final meeting of the year took place on May 11<sup>th</sup>, 2011. The committee members met with the new members of committee (2011-2012); the new members were introduced to the old members and received copies of the Guide for Committee on Continuing Education. They were made familiar with the role of the committee. Dr. Edlin gave an overview of the CUNY start program and answered some questions on it. New members elected the chair for the next year. Susana Alaiz-Losada, from the Foreign Languages and Literatures Department was reelected as the chairperson. Jeffrey Jankowski from the Social Sciences Department was elected as the new secretary.

Dean Ward has routinely communicated with the committee, in addition to the chairs of all academic departments regarding any new programs introduced by her before the CE catalog is published.