

**Queensborough Community College Academic Senate Committee on Bylaws
Meeting**

Monday, May 12, 2014 at 12:00 PM in H-217

AGENDA

1. Approval of the Agenda
2. Introduction of New Members for 2014-2015:

Derek Bruzewicz from the Chemistry Department
Alicia Sinclair from the HPED
Elizabeth Sutton from the Nursing Department
Ee Stiun Hong, student member
3. Approval of the minutes of previous meetings on 11/25/2013 and 12/16/2013
4. Chair's Report
5. Election of Chair and Secretary for 2014-2015
6. Review the proposed amendment to Bylaws of the Academic Senate, Article VII, Section 17:
The Committee on Continuing Education

From:

The Committee on Continuing Education shall consist of three (3) members of the instructional staff and one (1) student.

The Committee on Continuing Education shall:

- a. Report and recommend to the Academic Senate on services and facilities available to the Continuing Education programs.
- b. Serve as a mechanism for articulation between the Continuing Education instructional staff and students, and the Academic Senate.
- c. Consider and evaluate proposals received from faculty, students, and the community regarding policies pertaining to Continuing Education.
- d. Recommend to the Director of Continuing Education proposals and policies which would enhance the operation of the Continuing Education Program.

To:

The Committee on Continuing Education shall consist of three (3) members of the instructional staff and one (1) student.

The Committee on Continuing Education shall:

- a. Report and recommend to the Academic Senate on services, facilities, and resources available to the Continuing Education programs.
- b. Serve as a mechanism for articulation and communication between the Continuing Education instructional staff, students, the Academic Senate, and Academic Departments.
- c. Consider and evaluate proposals received from faculty, students, and the community regarding policies pertaining to Continuing Education.
- d. Review the Continuing Education Catalogue each semester: Receive reports regarding all offerings, programs, courses, and curriculum underdevelopment, report to the Academic Senate concerning any overlapping curricula between proposed new programs offered by the Office of Continuing Education and Workforce Development and courses offered in Academic Departments.
- e. Recommend to the Dean of Continuing Education and Workforce Development proposals and policies which would enhance the operation of the Continuing Education Programs.

7. Old Business

8. New Business

9. Set Date, Time, Location for next meeting