

BRONX COMMUNITY COLLEGE
of the City University of New York

Curriculum Committee Sub-Committee on Continuing Education

Minutes of the Meeting of October 7, 1971
Kingsbridge Center, Room 401, 3 p.m.

TO THE CURRICULUM COMMITTEE

PRESENT:

Professors I. Berger, N. Bindler, R. Fugazzi, H. Stein (Chairman),
members of the Sub-Committee: Mr. M. Horn, ex-officio, Dean Reisin
(Secretary, ex-officio).

I. A. Approval of the Minutes of the Meeting of May 12, 1971

m/s/p The minutes of the meeting of May 12 are accepted without
modification.

B. Reorganization of the Sub-Committee

1. Prof. Michael Steuerman, Chairman of the Curriculum Committee, has reappointed Professors Berger, Bindler, Fugazzi and Stein as members of the Curriculum Committee Sub-Committee on Continuing Education.
2. Dr. Irwin Berger has been elected to serve as Chairman of the Sub-Committee on Continuing Education for the academic year 1971-72.
3. Dean Seymour Reisin has been reelected to serve as Secretary of the Sub-Committee on Continuing Education for the academic year 1971-72.
4. The members of the Sub-Committee reviewed the brochures issued by the Office of Continuing Education during the summer of 1971. Committee members suggested an identification of the college on each page of a brochure and the institution of an information-free tear-sheet enrollment and application form as part of each brochure.
5. The members of the Curriculum Committee Sub-Committee on Continuing Education congratulated Prof. Roberta Fugazzi upon her recent marriage.
6. Dr. Berger suggested each college chairman should be notified officially when a member of his department has been hired to serve as an instructor in the Continuing Education program. Such notification should also be forwarded to a chairman when anyone allied with his discipline has been hired upon his recommendation.

II. Report on New Programs

Dean Seymour Reisin provided the committee with short, informal statements concerning developments in the following programs:

(continued)

- A. Summer 1971 swimming and neighborhood sports program
 - B. Environmental Health Occupations Program
 - C. VEA Counseling Placement Program
 - D. Law Enforcement Education Program
 - E. Emission Control Program
 - F. VEA Adult Learning Center Program
 - G. Bronx State Hospital English-As-A-Second Language Program
 - H. Child Care Technicians Training
 - I. Kingsbridge Veterans' Administration Hospital Program
- Dr. Bindler discussed the ramifications of Police Commissioner Murphy's plan to require some college training by all policemen. Dr. Bindler suggested the Office of Continuing Education should relate the LEEP grant to potential course requirements when and if Commissioner Murphy's plan becomes a reality.

III. Report on Programs Requiring Sub-Committee Approval

Dean Seymour Reisin reported the opening of the following extension programs for the Fall 1971 semester. Statistical data concerning these programs will be made available at subsequent meetings:

- A. Bronx State Hospital Extension Program
- B. Library Technical Assistants Program
- C. Taxation and Finance Paraprofessional Program
- D. Model Cities Paraprofessional Program

IV. Report on Continuing Programs

Dean Seymour Reisin reported to the Committee, informally, on the status of the following on-going programs:

- A. Parkchester
- B. Cooperative City
- C. Municipal Personnel Civil Service
- D. State Civil Service
- E. Licensed Practical Nurse Program
- F. Medical Assistants Terminology
- G. Head Start Mothers Typing
- H. East Harlem Block Schools
- I. Isabella Geriatric Center
- J. Davidson Avenue Community Center
- K. VEA Library Technical Curriculum Development
- L. Regional Opportunity Centers I and II
- M. Computer Science Institute
- N. Bronx State Hospital College Adapter
- O. Water Safety Instructors

V. Personnel

- A. Resignations:
Mrs. Sofia Berger, Administrative Assistant to Dean Reisin; and Miss Joyce Richardson, Associate, Office of Continuing Education resigned during the summer. Mrs. Berger continues to serve the Office of Continuing Education as a part time project assistant.
- (continued)

B. Appointments:

The following appointments were made by the Office of Continuing Education:

1. Miss Paula Freeman as Coordinator of the Vocational Education Act Counseling project.
2. Mr. Stanley Greenstein as chief instructor of the Emission Control Program
3. Miss Dana Lichty as Coordinator of the Isabella Geriatric Center Program and the Adult Learning Center Project.
4. Mrs. Patricia Siegel as Administrative Assistant in charge of finance and personnel.

VI. Grants and Awards

The following grants and awards were received by the Office of Continuing Education during the summer months. Primary credit for the Police Department grant goes to Professor Michael Steuerman.

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| A. Bronx State Hospital English-As-A-Second Lang. | \$6,000 |
| B. Police Dept. supported recreational program | \$1,500 |
| C. First National City water safety grant | \$1,000 |
| D. Youth Services Agency summer recreational grants | \$2,400 |
| E. Vincent Astor Foundation water safety grant | \$5,000 |
| F. State Education Dept. Emission Control Program | \$43,358 |
| G. Law Enforcement Education Program | \$3,750 |

VII. New Business

m/s/p The following new courses are approved by the Curriculum Committee:

- A. Introduction of new courses for State Civil Service
 1. Government Accounting
 2. Applied Mathematics
 3. Refresher in Secretarial Techniques
 4. Understanding and Interpretation of Written Material
 5. Psychology of Interpersonal Relations
- B. Introduction of new courses for Municipal Civil Service
 1. Advanced Secretarial Techniques
 2. Building Your Vocabulary
 3. Accounting for Non-Accountants
 4. Office Practices and Procedures (non-stenogr.)
 5. Criminal Law and Court Procedure
 6. Law for the Layman
 7. Intermediate Spanish
 8. Report Writing Workshop for Supervisory Personnel

Respectfully submitted,

Seymour Reisin, Secretary