

**BRONX COMMUNITY COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK**

Curriculum Committee Sub-committee on Continuing Education

**October 12, 1999, 2:00 p.m.
Colston Hall, Room 644**

MINUTES

Present: Karen Cox, Kenneth Fogarty, Howard Clampman, Jean Napper, Luis Montenegro, Carin Savage, Allan Glasser.

1. Meeting was called to order at 2:10 p.m.
2. Charge to the Sub-committee for the 1999-2000 academic year was reviewed.
3. Luis Montenegro was elected chairperson of the Committee unanimously, and Jean Napper as Secretary.
4. A discussion on space issues took place which included the following:
 - Clarification concerning several programs which are perceived to be Continuing Education, but which are not (Family College and the high school.)
 - Agreement that an inventory of space as it currently is used would be helpful, defining categories of which are credit, which are not, and which are under Academic Affairs, and which are under Institutional Development. Also needed is a clarification of how space is assigned and whether there is duplication of effort.
 - Quality of space should also be reviewed, specifically lack of air-conditioning in some buildings/rooms.
5. Staffing was discussed, concerning whether there is a parity regarding credentials of credit and non-credit staff.
6. Curriculum was discussed:
 - New curriculum in continuing education:
 - Entry level courses on computing,
 - Cisco training in ACE
 - Immersion for Basic Skills: Math, reading, writing.
6. Agenda for next meeting was discussed: Requested presentations on Cisco and new courses in ACE. There will also be on-going follow-up on developments with respect to Basic Skills Immersion. Howard Clampman will assist Luis Montenegro in preparing the agenda for meeting. It was agreed that meetings will be adjourned by 3:10.

7. Next meeting will be November 9 at 2:00 p.m., Room to be announced.