

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

**Curriculum Committee Sub-Committee on Continuing Education**

**Minutes**

**November 30, 1999, 2:30 p.m.**

**Colston Hall, Room 644**

**Present: Howard Clampman, Karen Cox, Kenneth Fogarty, Luis Montenegro, Elizabeth Oliver, and Jean Napper.**

1. The meeting was called to order at 2:30 p.m.
2. The minutes of the meeting of 11/9/99 were accepted.
3. There was no correspondence to review. Chairperson Luis Montenegro announced that he plans to send a brief letter to the Curriculum Committee at their last meeting of the semester to report concerning the activities of the subcommittee and to make recommendations and requests regarding the agenda for next semester and/or any actions. He will provide copies to the subcommittee members.
4. Old business:
  - A. There was no further information about new continuing education courses. Elizabeth Oliver did share information concerning her criteria and process for hiring teachers, which parallels criteria and hiring process for credit faculty. She also explained the role of continuing education remedial courses in bringing FTE resources into the College.
  - B. Space:

Although both Allan Glasser and Carin Savage were not able to attend, a discussion about space and facilities ensued. Issues discussed were:

- Concern about competition for space.
- Concern about confusion and lack of clarity on policies and procedures with respect to space allocation. It was agreed that while policies may not need to be changed, that college-wide awareness of the policies and procedures would be helpful.
- Concern about lack of knowledge concerning what procedures are in place on weekends and evenings regarding supervision and security. For example, who should be contacted in case of emergency? Committee members shared their own perceptions, but agreed that clarification was needed so that all staff on campus during

evenings and weekends would know procedures and chain of responsible administrators. The Faculty Handbook was mentioned as a resource. Jean Napper and Elizabeth Oliver agreed to review the Faculty Handbook to determine which of the above concerns were already covered and to ascertain whether the Handbook could be adapted for use of Continuing Education faculty.

- Concern that student supports such as the Book Store need to be in place on weekends.

5. New Business:

Should the name of the subcommittee be changed to Subcommittee on Institutional Development? Luis Montenegro will raise this with Jim Ryan.

Should the issue of multiple position restrictions be re-visited, particularly as it affects the hiring of credit faculty to teach Continuing Education courses? There was concern expressed concerning this policy becoming a barrier to collaboration between the credit and non-credit divisions. It was felt that clarification is needed re release time and number of hours the credit faculty can work for Continuing Education.

Future agendas:

- It was suggested that the Faculty Senate Space and Facilities Committee be invited to meet with us at a meeting in the Spring semester. Luis will contact Jim Ryan about this.
- It was suggested that Mary Rogan be invited to meet with us to clarify some of the legal issues raised re multiple positions.
- Review of Faculty Handbook.

6. The meeting was adjourned at 3:20 p.m.