

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

Curriculum Committee Sub-committee on Continuing Education

**Minutes
March 28, 2000**

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

1. The meeting was called to order at 2:00 p.m.
2. The minutes of the meeting of 11/30/99 were accepted with minor wording correction.
3. Correspondence: None
4. Old Business:

Space and Facilities:

Allan Glasser reviewed the procedures for assigning space:

- Allan receives an inventory of space at the beginning of the year;
- He assigns space for college courses for the semester;
- He then assigns space for continuing education requests;
- Left-over space is then available for new requests which are handled by Ethel Kaplan, with the exception of the Student Center, which handles its own space and does make space assignments as available, and Labs, which are handled by Wanda Santiago.

Weekend and evening emergency procedures:

Discussion ensued concerning evening and weekend supervision and coordination of space. The increasing use of space on the weekends was noted, both by continuing education and weekend college. It was agreed that there is need for better communication and clarity concerning who is responsible for resolving space issues on the weekend, and for problem resolving in case of emergencies.

5. New Business:

Luis Montenegro indicated that an interim report for the Curriculum Committee will not be submitted, but that he will prepare an annual report on the Sub-committee's activities and recommendations. He will provide a preliminary report at the next meeting.

Allan Glasser will provide feedback on policies already in place. He also indicated that Vice President Mary Coleman is doing a space analysis.

The next meeting was tentatively scheduled for April 11 in Coleston 644 at 1:00 pm.

6. The meeting was adjourned at 3:20.