1. **Your committee’s annual report**
   a. All committees (except the Committee on Nominations and Elections and the Faculty Hearing Committee, only) are required to submit a report, per the College’s [Faculty/Administration Manual](http://facultysenate.cofc.edu/archives/committee-annual-reports/index.php) (Article V, Section 1.E).

2. **Your committee’s collection of meeting minutes for this academic year 2020-21**
   a. You may also turn in meeting agendas, if you would like.

3. **Your committee’s updated roster for the upcoming academic year 2021-2022**
   a. Please provide a list of committee Chair, Secretary and additional members

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Committee on Continuing Education
Annual Report 2020-2021

**Outgoing Committee Roster (alphabetical order)**

- John Crotts (Hospitality and Tourism Management)
- Chad Galuska (Psychology)
- Kris Ghosh (Computer Science)
- Aaisha Haykal (Library), Chair
- Rafael Teixeira (Supply Chain and Information Management)

**Committee Activities**

Since this committee has not been active in the past academic year, the committee met on February 17, 2021 to discuss the future and need for this committee. It was decided that a memo should be drafted and sent to the President and Provost to get clarification on the role of continuing education at the College of Charleston. This memo was sent to the above administrators on March 4, 2021. The response was positive and a request for a meeting was made. As of this report, no meeting has been scheduled.

**Incoming Committee Roster (alphabetical order)**

- Terence Bowers (English)
- Aaisha Haykal (Library), Chair
- Christine Moore (Computer Science)
- Rafael Teixeira (Supply Chain and Information Management)
- Ashley Walters (Jewish Studies)

Submitted by Aaisha Haykal on May 18, 2021
Attending
Kris Ghosh (Computer Science); Simon Lewis (English, Speaker of the Faculty); Rafael Teixeira (Supply Chain Management); Mary Bergstrom (Registrar); Chad Galuska (Psychology); Aaisha Haykal (Library); John Crotts (Hospitality and Tourism Management); Mark Del Mastro (Provost Office)

Meeting called to order at 3:48pm

Committee members introduced themselves
Reviewed the charge of the committee

History of Committee
- Committee has not met since 2018
- It was originally a part of the Graduate Education Committee, but due to not getting focused attention it was suggested that a new committee was created
- Continuing education is not on the official transcript, does not go through Banner, and does not go through the full scrutiny as courses that fulfil degrees go through

Continuing Education at the College
- The School of Professional Studies on North Campus was recently disbanded
- Asquare is the software used to manage the courses
- The courses that were previously taught at the North Campus, were integrated into the School of Business.
- Current people who are stewarding continuing education
  - Alice Hamilton hamiltonam1@cofc.edu
  - Michelle Groves Futrell futrellm@cofc.edu
  - Laura Everett (everett1@cofc.edu)
    - Online Professional Development
      - These online professional development courses and certificates will help you learn, improve or refine a professional skill, or meet a personal goal. Our instructor-led courses are informative, fun,
convenient and interactive. Study from the comfort of your home, office or anywhere you have Wi-Fi.

- Explore popular courses through the College’s online education partner Ed2Go (https://www.ed2go.com/ccpe/)
- Explore popular courses through the College’s online education partner Mindedge (https://catalog.mindedge.com/charleston)
- Current enrollment status in unknown at the time of the meeting

Future of the Committee

1. Review new CofC's Strategic Plan to see what role Continuing Ed's has
   a. Employee success and experience-professional development
   b. Cultivate impactful strategic partnerships
   c. Public Mission

2. Draft a letter to send to the president and provost about their vision for the committee and continuing education -John and Aaisha will work on this

Meeting Adjourned at 4:35pm