Faculty Senate
Committee on Continuing Education
Meeting Minutes

Committee Members: Terence Bowers (English), Aaisha Haykal (Library, Chair), Christine Moore (Computer Science), Rafael Teixeira (Supply Chain and Information Management), Ashley Walters (Jewish Studies), Simon Lewis (English, Speaker of the Faculty, ex-officio), and Mark Del Mastro (Provost Office, ex-officio)

Guests: Suzanne Austin (Provost) and Kameelah Martin (Dean of Graduate School)

Date: August 17, 2021

Time: 2:00 pm

Location: Via Zoom

Meeting Minutes
Meeting called to order at 2:00 p.m.

Committee members and guests introduced themselves

- Overview
  - Haykal provided an overview of committee and how we came to be in this space
  - Lewis outlined the importance of this conversation because we want to make sure that the Faculty Senate committees have a purpose and have work to do.

- Importance of Continuing Education
  - Regarding the importance of the committee Austin noted that faculty oversight of the continuing education offerings is needed and needs to be aligned with the College’s strategic plan. The commitment to continuing education should come our of the individual Colleges. She noted that the Schools of Education and Business have continuing education courses due to their accreditation needs.
  - Need to differentiate the difference between community engagement and continuing education

- Committee Placement
  - Should the committee stay as a stand-alone committee, merged with Academic Planning or Graduate Education Committee? Let’s take the year to determine this
The Academic Planning Committee according to Del Mastro that under the leadership of Dan Greenberg has led in doing good oversight of academic plans at the College with reviewing proposals and other curriculum needs.

Martin was not sure if the Graduate Education Committee would be the best place, she will have to reflect and review.

Should a committee be responsible for reviewing both credit and non-credit bearing proposals? Splitting this may be the best, but the report will help.

Are we an oversight committee?

- **Current Offerings**
  - The listing on the current continuing education web page is out of date, incorrect, and misrepresents the programs listed.
  - The Bachelor of Professional Studies is now under the School of Business and General Studies program is under Humanities and Social Sciences.
  - The Ed2Go contract started in 2013, but there is no oversight of the 700 courses and we do not know the quality of these offerings. The College’s legal department is now reviewing the contract.
  - English Language Institute no longer exists at the College.

- **Questions**
  - What are we supposed to be monitoring? (Bowers)
  - What is the mission of continuing education? (Bowers)
  - What emphasis does continuing education have on campus? (Austin)
  - What is the purpose of continuing education? Revenue? (Bowers)
    - Austin noted that yes and should be self-sustaining.
  - What role does auditors have in continuing education? (Walters)
  - Do we want to have continuing education in-person or online? (Moore)
  - Update website? Who edits the page?
  - What types of continuing education do we want to over? Conference? (Lewis)
    - Austin noted that we currently do have not infrastructure.
    - Potential smaller efforts such as a lecture series-subscription.

- **Next Steps**
  - Review models of continuing education at other smaller institutions
    - James Madison
    - Coastal Carolina
    - Georgia Southern
  - Survey faculty about continuing education as well as auditors (how many take the courses, who has this information (the registrar), what are their interests are)?
  - Inventory continuing education currently and need broad coordination
  - Potential report completed by April 2022

- **Action Items**
- CE committee review next steps and have meeting in early September to delegate tasks
- Schedule a meeting with Martin and Austin for early December to review progress

Meeting adjourned at 2:40 p.m.