

MINUTES OF MEETING OF ACADEMIC AFFAIRS COMMITTEE

March 2, 1978

4:00 p.m.

PICA CUNY

Present: Edgar, Hill, Khawaja, Koug1, Quinby, Richley, Shuster, Skarote, Vogel

Actions:

Minutes of the last meeting were moved for approval by Mr. Quinby and seconded by Mr. Skarote. Motion passed unanimously.

1. Continuing Education Unit

Guests: Dr. Loch
Dr. Morrison

The committee asked for clarification of the "Proposed Policy Statement on the Continuing Education Unit," page 3, paragraph 2.

Dr. Morrison responded that if a proposal came from outside the university then the Continuing Education Department (CED) would contact the relevant department for their approval and/or recommendation. The CED would then either continue with or discontinue the proposal on the basis of the referral from the relevant department.

The committee questioned whether the number of CEU's awarded for a proposal would be determined before or after the department's opinion is sought.

Dr. Morrison replied that the number of CEU's to be awarded should come from the recommendation of the relevant department.

The committee questioned whether the CED would seek the department's opinion for every proposal coming from outside the university.

Dr. Morrison indicated that the department's opinion would be sought each time unless the proposal is an exact replica of a program already in existence.

The committee questioned how it would be determined which department is the relevant one to contact.

Dr. Morrison said that he felt that that would be determined on the basis of a procedures manual rather than a policy statement.

Dr. Loch responded that some cases would be clear but a detailed cross checking would deter the program. He felt that departments would have to "trust" contact from the CED. He suggested that the CEU committee would have to review that matter.

It was suggested that the CED could use the Dean's committee for input in determining a relevant department for a proposal.

The committee questioned Dr. Loch on whether he was aware of how other institutions determine which department is relevant.

Dr. Loch responded that in many cases the awarding unit (CED) makes the decision.

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The committee questioned what would happen to a proposal that a department rejected.

Dr. Loch said he assumed the proposal would not be offered.

The committee asked Dr. Loch whether another department's opinion would be sought if the first department contacted rejected the proposal on the basis that the proposal is not relevant to their activity.

Dr. Loch responded that if the rejection was due to a lack of interest or expertise then another department within the university would be contacted.

The committee questioned what kinds of actions would determine the number of CEU's to be awarded for a proposal.

Dr. Loch indicated the mode of measuring the number of CEU's to be awarded is based on the number of contact hours.

Dr. Hill asked if it were conceivable that a student could receive CEU credit and learn nothing.

Dr. Loch said it was conceivable.

The committee questioned Dr. Loch on what the action of the CEU would be if one department objected to a proposal and another department agreed with the proposal.

Dr. Loch responded that he felt at that point it should probably not be offered.

The committee questioned how the bookkeeping would be done.

Dr. Loch said in the long run it would be a computerized system possibly through a national record keeping bank or through the University's computer. He said that the program was young enough at the present time for it to be a "pencil and paper" program.

The committee questioned Dr. Loch on whether he could predict the number of activities that would be awarding CEU's.

Dr. Loch responded that depending upon facilities and interest it could range from 100 to 150 activities per year, averaging 1,500 to 2,500 people involved.

The committee said that the only objections raised so far were:

1. Lack of guidelines to insure program quality
2. Lack of clarity as to involvement of academic departments in determining viable CEU programs

The committee suggested that the Continuing Education Committee should address themselves to the issues of the discussion and report back to the Academic Affairs Committee.

The meeting was adjourned at 5:10 p.m.