

Appendix 2: Mailing List

Each notice of a meeting and minutes of all meetings and all reports are sent to:

- a. Members and ex-officio members of the Committee
- b. Guests who attended/participated in the meeting
- c. Office of Academic Affairs – President’s Designee
- d. Liaison from the Committee on Committees — Committee on Committees Designee
- e. Academic Senate Steering Committee
- f. Academic Senate website (webmaster@qcc.cuny.edu)
- g. College Archives (CWilliams@qcc.cuny.edu)
- h. Student Government - if no student members attend

The regular and annual reports to the Academic Senate are sent to the secretary of the Academic Senate Steering Committee who prepares the agenda for the Academic Senate for duplication and circulation.