

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

ACADEMIC SENATE

COMMITTEE ON PUBLICATIONS

TO: Dr. Joel Kuszai, Secretary, Academic Senate Steering Committee
FROM: Dr. Urszula Golebiewska, Chair, Committee on Publications
SUBJECT: **Annual Report for Committee on Publications for 2015/2016**
DATE: **June 8, 2016**

Committee members: Kathleen Alves, Raul Luiz Armendariz, Wendy Ford, Urszula Golebiewska, Jennifer Maloy, Danny Mangra
President's Designee: Stephen Di Dio
Steering Committee Designee: Mangala Tawde

Chair: Urszula Golebiewska
Secretary: Raul Luiz Armendariz
Web Master: Danny Mangra

During the Fall 2015 & the Spring 2016 the Committee on Publications met 7 times: Wednesday October 7, 2015 at 4PM, Thursday November 5, 2015 at 2PM, Wednesday December 2, 2015 at 4:10PM, Monday February 22, 2016 at Noon, Tuesday March 31, 2016 at 2PM, Tuesday April 19, 2016 at 11AM, and Monday May 16, 2016 at Noon. All meetings were held in the Biology Conference room M-209.

Major Tasks Accomplished:

1. The Committee on Publications received an email request from the Academic Senate Steering Committee on behalf of the subcommittee on Bullying, a subcommittee of the Committee on Environment, Quality of Life, and Disability Matters, to investigate whether or not the faculty senate approved statement on Bullying, *Bullying in the QCC community*, has been incorporated into the Faculty Handbook or College Catalog. The committee did not find the anti-bullying statement to be in either the online faculty handbook nor in the 2015-2016 College Catalogue. Subsequent inquiry with the president and communication with the subcommittee of Bullying brought assurance that the statement will appear in the new edition of the College Catalogue and other publications.

2. The Committee on Publications followed up the last year request regarding the changes to the Bylaws of the Committee. Turned out that the matter was tabled previously and finally during this term the changes were approved.

3. The Committee developed an award for the best departmental website. An e-mail was sent to the chairs of the academic departments informing them about the new award and requesting names of the individuals responsible for the websites. To select the best departmental website the Committee developed grading rubrics (Jennifer Maloy wrote the first draft amended by other members) and each member graded departmental websites (omitting his/hers department). The average scores were calculated and the Nursing Department emerged as the clear winner. The Committee designed a Certificate (Urszula Golebiewska wrote the first draft) to be presented to the winning department. The Certificate was printed by the marketing department and signed by the President of the College and the Chair of the Committee. Wendy Ford donated a frame for the Certificate. The framed Certificate was presented to the chair of Nursing. An e-mail informing the College about the winner of our new award was drafted and sent.

4. The Committee recommends continuing awarding the best departmental websites. Finish drafting tips for the best departmental website. The Committee recommends continuing reviewing the college publications. Kathleen Alves requested Backboard for the Committee to place documents underdevelopment that should be used when working on updates.

5. During the May 16th, 2016 meeting the committee unanimously elected **new chair**: Kathleen Alves, **secretary**: Raul Luiz Armendariz and **new web master**: Wendy Ford

The Committee welcomes two **New Members**: Mohammad Javdan and Chukwudi Ikwueze
The Committee thanks **Departing Members**: Danny Mangra, Mangala Tawde and Urszula Golebiewska