

Publications Committee
Wednesday, October 7 2015
4PM

Present: Present: Kathleen Alves, Urszula Golebiewska, Jennifer Maloy, Danny Mangra, Mangala Tawde

1. Next meeting will begin at 4:10 pm if we keep the same time and day.
2. Review of new charge from the Academic Senate Steering Committee.
 - a. Student representation: we are waiting on Student Government; Kat will contact them.
 - b. We might need representation from CLTs, HEOs, and/or adjuncts if we are going to work on their respective handbooks.
 - c. Urszula will try to contact Liza Larios to see how we can coordinate with her on overlapping projects.
 - d. Webpage awards will help to ensure integrity of departmental web presence.
 - i. Jennifer will design a rubric for these awards based on usefulness, attractiveness, and functionality.
 - ii. We can work with marketing to design a certificate.
 - e. Questions about our connection to Middle States Standards.
 - f. Discussion of whether we can have course descriptions on department web pages.
 - g. We need to update bylaws on our new charge.
 - h. Questions about how we should proceed with handbooks; Urszula will talk to the Steering Committee about what the priority is.
 - i. For the next meeting, members will look for adjunct, HEO, and CLT handbooks and come with ideas for beginning revisions.
3. Other plans for the semester:
 - a. Invite Dave Morretti to a meeting to see how we can work with him.
 - b. Look into QCC app and the possibility of a faculty app.

Minutes submitted by Jennifer Maloy.