

## QUEENSBOROUGH COMMUNITY COLLEGE

**Submitted Date:** October 30, 2016

October 28, 2016 Minutes

### **Publications Committee Meeting Minutes (2016-2017)**

**Meeting date:** October 28, 2016

**Time:** 2:00pm-3:00pm

**Location:** H458

**Chair:** Kathleen Alves

**Secretary (Acting):** Chukwudi Ikwueze

**Members attending:** Wendy Ford, Chukwudi Ikwueze, Mohammad Javdan, Kathleen Alves

1. Approval of the minutes of the September 20, 2016, monthly meeting
  - Kathleen Alves moved to approve. **Unanimously approved, with minor corrections.** Raul Armendariz should send the corrected Minutes to Wendy Ford (Webmaster).
2. QCC Academic Senate Standing Committee Activities Form (2016-2017)
  - Kathleen Alves informed members that she attended the Academic Senate Committee Chairpersons meeting on October 5, 2016. She shared copies of the 2016-2017 activities form that she obtained at the meeting.
3. Publications Committee Web page
  - Wendy Ford reported that she uploaded to the committee Web page all the available Annual Reports, Agendas, and Minutes. She shared copies of the screenshots showing the Annual Reports, Agendas and Minutes.
4. New Business
  - Departmental Web pages will be updated in the spring of 2017.
  - Mohammad will send to Kathleen Alves items he would like to change on the QCC Web site. He will also contact Dave Moretti for tips on what different departments should change on their Web pages. He moved that the committee should focus on making the QCC Web site as user-friendly as possible.
  - Kathleen Alves informed members that Emily Tai did not provide her with any tips on what may be changed on the site. She encouraged members to search through the QCC Web site for tips on what they want David Moretti to change to make the site user-friendly.
  - Wendy Ford wants the committee to ask Dave Moretti to provide it with the link or show how to access the faculty Handbook on the QCC Web site.
5. Kathleen Alves observed that students have not attended meetings and will ask Emily Tai and Peter Bales about it and report back to the committee.
6. The last committee meeting for the fall semester will be on November 30, 2016. Accordingly, the chairperson, Kathleen Alves, will send out an announcement.

Respectfully submitted by Chukwudi Ikwueze on October 30, 2016.