

QUEENSBOROUGH COMMUNITY COLLEGE

Publications Committee Meeting Minutes (2016-2017)

Meeting date: Feb. 16, 2017

Minutes accepted as is March 29, 2017

Draft submitted: March 15, 2017

Location: H458

Chair: Kathleen Alves

Secretary: Raul Armendariz

Members present: Kathleen (Kat) Alves, Raul Armendariz, Chukwudi Ikwueze, Mohammad Javdan, Jennifer Maloy

1. Creating QCC web pages with CASCADE

Jennifer and Kat are organizing a workshop on “how to create a QCC webpage using CASCADE,” with Dave Moretti, QCC director of web services; Kathleen Landy from CETL is helping out. March 1st 12:10-2:00 is the proposed date and time for the workshop. Jen will check if the workshop will be open to all faculty, web-masters, or both. Kat will ask department chairs to spread the word, and for faculty to RSVP by Feb. 23rd. Mohammed suggested that the workshop and/or other instruction on QCC website design be made available online for faculty if possible.

2. Checking webpages for dead links

Raul discussed the email instructions he sent out to the committee on how to use an online link checker for dead links; Raul will ask Dave Moretti if the department of web services is already using an automated checker, and if so, is the publications committee still needs to do this task.

3. QCC best webpage award

Kat said that in the March publications committee meeting we will begin evaluating webpages for the Best Webpage by an Academic Department award; Kat asked if Mohammad is interested in taking on a lead role in this activity. It was noted that the QCC webpage standards have been recently modified by QCC web services and not all departments have modified their webpages.

4. Anti-Bullying Statement

Kat announced that the approval process of the anti-bullying statement is now complete as it has been published; Raul reminded the committee that the one paragraph statement has been published in the online Faculty handbook under Civility, and the College Catalog on page 2:

<http://www.qcc.cuny.edu/governance/faculty/handbook/general-personnel-information.html#civility>

<http://www.qcc.cuny.edu/academics/docs/College-Catalog.pdf>

5. Handbooks

Raul proposed that he place copies of the following QCC handbooks on the Publications Committee blackboard website: New Teaching Faculty, Teaching Faculty Substitute, HEO, HEO Substitute, CLT, and CLT Substitute. The Faculty Handbook is available online at: <http://www.qcc.cuny.edu/Governance/faculty/handbook/index.html>

Raul will contact Dean Larios to setup a meeting to discuss:

- a. if and when the Adjunct Faculty and Student Handbooks will be available online.
- b. about the status of our previously suggested modifications to handbooks.

6. Other

Chuckwudi suggested that future publications committee meeting announcements be sent out via email as well as the Doodle Poll. Kate will send out an announcement for our next meeting in March.

Respectfully submitted by Raul Armendariz