

QUEENSBOROUGH COMMUNITY COLLEGE

Publications Committee Meeting Minutes (2016-2017)

Meeting date: March 29, 2017

Draft submitted: April 4, 2017

Minutes approved: April 28, 2017

Location: H458

Chair: Kathleen Alves

Secretary: Raul Armendariz

Members present: Kathleen (Kat) Alves, Raul Armendariz, Wendy Ford, Mohammad Javdan

0. The February meeting minutes were approved.

1. Creating QCC web pages with CASCADE

The workshop on “how to create a QCC webpage using CASCADE,” with Dave Moretti, QCC director of web services was a success; it was held on March 1st with 11 attendees including some webmasters. At the workshop Dave had emphasized that QCC is to adhere to standards set in the June 2016 ADA Mandate. Jennifer and Kat organized the workshop.

2. Checking webpages for dead links

Raul corresponded with QCC Web Services about their dead link automated checker; the committee agreed that this task will be left to Web Services; for future reference the following describes their process:

- Over 35,000 links across thousands of pages are under www.qcc.cuny.edu.
- The CMS does an administrative link check daily.
- The link checker checks every link on every page under www.qcc.cuny.edu within the CMS. The other sites we have (www2, www3, www8, www9) are handled separately.
- Users of the CMS are restricted from “turning off” the link, spelling and accessibility checkers; this is to improve how our site functions, and to reduce the daily broken link reports.
- Every time a person edits a page in the content management system, three checks are performed – spelling, accessibility, and links. If a link fails, the person editing the page is presented options to modify the link or ignore the error. Many CUNY sites are redirects to other pages so the response back to our CMS doesn’t happen in a timely fashion. Link issues can encompass broken or dead links (404 errors), improperly named links (403 or 503 errors), unauthorized links (500 errors), or a combination of other errors (the range of 400s & 500s).

3. Corrections to QCC webpages

The no smoking policy has been updated on the QCC webpage.

4. QCC best webpage award

Kat asked committee members to submit their scores to her by April 19th; she will send out the grading rubric (which we created last year) to be used for pages in the both the new content

management system and the old system; the grading should be unbiased. Kate will ask Dave Moretti about announcing the winner via a web banner on the QCC webpage like last year.

5. Handbooks

Raul will find out:

- If it is okay to place QCC handbooks on the committee's password protected blackboard webpage, including: New Teaching Faculty, Teaching Faculty Substitute, HEO, HEO Substitute, CLT, and CLT Substitute.
- If and when the Adjunct Faculty and Student Handbooks will be available online.

The Faculty Handbook is available online at:

<http://www.qcc.cuny.edu/Governance/faculty/handbook/index.html>

References need to be updated or removed from the Faculty handbook Administrative Supports page referring to parking lot token meters:

<http://www.qcc.cuny.edu/governance/faculty/handbook/administrative-support-services.html>

6. Other

Wendy will ask Academic Application Manager Denis Bejar to provide new committee members with username access to the committee's blackboard webpage.

Kat will invite our Steering committee designee Urszula Golebiewska to our April meeting.

Respectfully submitted by Raul Armendariz