

## QUEENSBOROUGH COMMUNITY COLLEGE

### Publications Committee Meeting Minutes (2017-2018)

Meeting date: Nov 15, 2017

Location: S223, 12pm

Present: Shaina Durand (Student Representative), Wendy Ford, Chukwudi Ikwueze, Frank Jacob (Chair), Mohammad Javdan, Faustino Quintanilla, Stephen DiDio, Philip Pecorino, Urszula Golebiewska

1. The September meeting minutes were approved.
2. Our committee's charges were reviewed.
3. Frank shared that we have been asked by the Middle States Review Committee to create a document that explains how our committee contributes to the college. Frank will draft a document and share it with the committee for comments.
4. **Faculty Handbook**
  - a. The committee will collectively review the faculty handbook for accuracy and relevancy. It was decided that each member would review a section of the handbook.
  - b. Phil suggested that the faculty be surveyed to determine if any topics should be removed or added in the Faculty Handbook.
  - c. Stephen will help to ensure that the handbook is ADA compliant for the college website.
5. **New Business**
  - a. Phil indicated that several other handbooks are not online. It was suggested that a proposal be developed to include the other handbooks on the college website. Handbooks for HEOs and Substitutes were also discussed.
6. The next meeting will be held in Spring 2018.

**Respectfully submitted by Wendy Ford.**