

Publications Committee
Tuesday, February 24, 2015
2PM

Present: Kathleen Alves, Urszula Golebiewska, Jennifer Maloy, Danny Mangra, Philip Pecorino
Guest: David Moretti

1. Approval of November 18, 2014 meeting minutes
 - The minutes prepared by Jennifer Maloy were read, and approved with commendation.

2. Discussion with our guest David Moretti issues associated with the college website.
 - A lot of noted issues are already under-revision and being improved.
 - Specifically, policies and procedures are currently being audited with involvement of Human Resources and lawyers.
 - Academic Senate site works well.
 - The Governance site as a whole needs clean up.
 - Strategic Planning and Assessment is under Karen Steele.
 - QCC fund board needs work.
 - QCC student association – has different names for the same thing.
 - New web designer will be hired.
 - E-Portfolio is fixed.
 - Counselling does not update cancellations.
 - Admissions page has been worked on.
 - Department websites are at the discretion of academic departments. Dave is working with many departments to help them with updates and to offer templates for departmental websites.
 - David is trying to revamp department websites using student feedback and focusing on courses offered.
 - We as a committee could issue commendations to the departmental webmasters. It should be noted that work on Departmental Web Page is a service to the college.
 - David would like faculty to submit more event information to be included on QCC homepage.
 - We need to ensure the Course Catalog is accessible and searchable—links are necessary.
 - David Moretti well received our suggestions. They already work on many of the areas or are aware of issues. The biggest problem is with manpower. Web team is overworked and understaffed.

3. Next meeting
 - For the next meeting everybody will examine the faculty handbook on the webpage and comment on it.
 - The next meeting will be on March 31, 2015 at 2:00pm.

Minutes prepared by Urszula Golebiewska with additions by Jennifer Maloy.