

QUEENSBOROUGH COMMUNITY COLLEGE

MEMORANDUM

To: Ken Pearl
Secretary, Academic Senate Steering Committee

From: Devin Feldman,
Chair, Committee on Publications

Date: September 26, 2004

Subject: Committee Annual Report

Committee Members: Dr. Frank Cotty, Biology
Prof. Marge Reilly, Nursing
Prof. Devin Feldman, Library, Chair

Michelle Prendergast, student rep

Our committee met five times during the 2003-2004 academic year.
(September 24; December 17, 2003; March 3; March 31; and April 28, 2004)

Committee Recommendations

Review of committee charges/mission

Actions Taken on Recommendations

1. Discussions took place on the limited input that the committee had regarding College publications partly due to the fact that each department or program produced its' own documents. Questions were raised as to the extent of involvement in online publications such as the QCC website.

2. The committee is given its' directives by the academic senate steering committee.

Examine feasibility of “showroom” display various templates or designs to ensure uniformity of QCC publications as well as produce them in a timely manner

1. Discussions revealed problems with security and personnel issues. The person maintaining the showroom would need access to the college website and both time and expertise to manage the “showroom”.

Prof. Royce requested the Academic Senate standing committees examine both the Middle States Draft Report and the Faculty Survey Form and make recommendations

1. The Committee on Publications reviewed and submitted recommendations for enhancements on both documents

New members of the Committee on Publications for 2004-2005:

**Peijun(Jeffrey) Jia, Library
Eugene Harris, Biology, Secretary
Marge Reilly, Nursing, Chair**

New recommendations:

- 1. The Committee on Publications should continue to explore the creation of a showroom to ameliorate the College’s various publications.**
- 2. The Committee on Publications should contact the College’s departments for them to review the Website for accuracy.**

Respectfully submitted,

Devin Feldman, Chair