

QUEENSBOROUGH COMMUNITY COLLEGE
Publications Committee (2008-2009)

Date: February 25, 2009

Time: 1:30 – 2:30 PM

Site: A-5

Persons in Attendance: Present: Ruth Griggs-Fontana, Eugene Harris (Chair), Jonathan Cornick, and Jose L Madrigal (Secretary)
Absent: Greg Adkins

The meeting was held at 1:30 in Room M209 (Medical Arts). Two main issues were addressed and thoroughly discussed. First, Eugene Harris suggested that the Faculty Handbook should include an addendum explaining all the procedures to get into the various standing committees, which would be especially helpful to the new faculty. Upon the agreement of the members, Ruth Griggs-Fontana and Eugene Harris said that they would consult with Dr. Emily Tai about this proposal. The second issue discussed was the creation of a general template for the departmental Websites to facilitate the inclusion and update of basic information from faculty, ranging from courses and office hours to publication research and personal interests. Ruth Griggs-Fontana said that she would consult with the Website Committee to find out the feasibility of the project and, if so, arrange a joint meeting with them on March 25. The meeting was adjourned at 2:30 PM.

Yours respectfully,
Jose Luis Madrigal
