QUEENSBOROUGH COMMUNITY COLLEGE
Publications Committee (2005-2006)

Date: March 1, 2006
Time 3:00 – 5:45
Site: M-201
Persons in Attendance: Eugene Harris (Chair of Committee), Susan Curtis, Arthur Corradetti, Helene Dunkelblau.

Points Discussed:

1. The meeting was devoted to reviewing the Faculty Handbook, discussing revisions, deletions and additions, and deciding who would be responsible for the various tasks related to the revision. The responsibilities are as follows:

Susan Curtis

- Resources/services for students
- Update of the history and organization of the College
- Student demographics
- Campaign for Success: student support

Arthur Corradetti

- Update departmental descriptions (taken from the College Catalogue after 3/15) and add departments and programs (such as the Basic Educational Skills Department, the Massage Therapy Program, etc.) as necessary
- Contact Vice President McColloch re faculty expectations
- Faculty responsibilities – forward this section to Liza Larios
- New mission statement
- Update faculty information on p. 6
- Contact Michael Roggow re PIE, CUE, Campaign for Success
- Move all academic support services into appropriate section
- Find out about funds for binders, tabs, etc.

Publications Committee

- By-laws of the Academic Senate – work with Susan Jackobowitz
- Invite President Marti to write a letter of welcome

2. A tentative timeline for producing the new Handbook was agreed upon:

- April 24th : next meeting of the Publications Committee to discuss the layout of the first draft of the new Handbook. Ardelle from Publications will be invited to this meeting.

- April 28th: give the working copy to Publications to produce material that can be presented to the Faculty Senate
- May 8th: distribute a handout of the Table of Contents at the Academic Senate
- mid-June to mid-July: complete the Handbook
- August 1st: send the final copy to the printer

3. It was decided that there should be a separate section to include faculty resources such as CETL, the Grants Office, the Academic Computing Center, etc.

4. It was decided that the existing Adjunct Handbook should be made part of the Faculty Handbook.

5. The organization of the new Faculty Handbook will be as follows:

1) Introduction
2) Campaign for Success
3) Organization
4) Administrative Structure
5) Faculty Development and Resources
6) Faculty Responsibilities
7) Administrative Support Services
8) Campus Highlights
9) Governance

Respectfully submitted,
Helene Dunkelblau