

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**Publications Committee (2005-2006)**

**Date:** April 26, 2006

**Time:** 12:10 – 12:55 PM

**Site:** A-5

**Persons in Attendance:** Eugene Harris (Chair of Committee), Susan Curtis, Arthur Corradetti, Helene Dunkelblau.

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1. There was a discussion of Eugene's suggestion that the handbook be produced in the form of binder with tabs so that sections could be added and deleted as necessary. Arthur suggested that rather than having the information in a binder, it should look more like a "real" handbook – i.e. 8 ½ x 11" paper folded over with a spiral binding and cover. Artie will find out about costs of printing to decide whether the Handbook should be done completely in-house or bound by an outside printer, and whether tabs are feasible. Ardelle will do the layout.
2. Arthur also seconded Eugene's suggestion that the handbook need not go to every faculty member. He reminded the committee that the text would be on the web and accessible to anyone at the college. Bruce Naples will be contacted re putting the handbook on the web, first in PDF format. Later on, we will look into make it interactive with hyperlinks.
3. The suggestion was made that when the handbook is ready for final publication, an announcement should be sent out to all faculty by email from the Publications Committee. Susan suggested that each department receive 10 copies, and that a minimum of 300 handbooks be printed.
4. Arthur showed the committee a first draft of the revised handbook which included a large section on PIE and revised by-laws.
5. Susan will be responsible for the section on Student Services/Resources. She will update the information and make cuts where necessary. The resolution on Tigermail will be the first item listed.
6. In the section on Academic Structure, we will add information on location and phone numbers of departments. QPAC will be added to Campus Highlights. A section for Adjuncts will be added into the Faculty section.
7. Eugene will make a presentation at the next Faculty Senate on May 9<sup>th</sup> introducing the Handbook. Copies of the Table of Contents will be distributed.
8. The next meeting of the Committee will be on Monday, May 8 at 12 noon in A-504.

Respectfully submitted,  
Helene Dunkelblau