

Publication Committee Meeting

Thursday, May 10, 2007

Attendance: Eugene Harris (Chair), Patricia Spradley, Helene Dunkelblau

### **Minutes**

The committee discussed the following:

- We are still waiting on the Handbook section from Ma. Liza Larios concerning Faculty Responsibilities. We have discussed with Dr. Phil Pecorino that these sections concerning Faculty Responsibilities should be sent, after completion, for review by the Faculty Senate and the PSC Union representative.
- We updated all members on progress towards compiling a list of all publications generated by the various departments of the college. We decided on three phases to the project:
- **1st phase**: Obtain the names of all publications generated by a particular department. Determine the name of the point person responsible for the publication.
- **2<sup>nd</sup> phase**: Contact the Point person and ask where the publication is obtainable (hardcopy or online). If hardcopy, where is it obtainable? If online, what is the internet URL?
- **3<sup>rd</sup> phase**: List all items on the website in a single location with links to the publication or the address where the hardcopy can be obtained.
- This project will be sustained until our next meetings in the Fall of 2007.

Submitted by:

Eugene Harris (Chair)