

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**Publications Committee (2004-2005)**

**Date:** May 18, 2005

**Time:** 10:00-11:00 AM

**Site:** M325

**Persons in Attendance:** Marge Reilly (Chair of committee), Eugene Harris (Secretary),  
Laura Freedgood, Peijun (Jeffrey) Jia, Lisa Mertz, Helene Dunkelblau

**Points Discussed:**

- We looked at the summary sheet of all college publications that the office of Susan Curtis prepared using the information our committee gathered on all college publications
- Voted for chairperson of Publications Committee for 2005-2006 academic year. Eugene Harris elected.
- Voted for secretary of Publications Committee for 2005-2006 academic year. Lisa Mertz elected.

**We discussed possible charges for 2005-2006 year:**

- Review and Modification of College Publications

Using the list of publications the 2004-2005 committee, develop examine the usefulness of the college publications?

How often are publications assessed and modified if deemed necessary?

Do departments have a plan in place to review their publications?

- Review of the College Process of Website Coordination

How can we recommend that web pages are better assessed and updated?

What major issues/problems with the website? Is there a significant problem?

How can the jobs of the web-coordinators be better managed?

Develop checklists or forms for them to use in reviewing the website? Who do they send their recommendations to?

What is the chain of command in making changes and reviewing the website?

How are the departments assessing their web pages?

Respectfully Submitted, Eugene E. Harris