

Minutes Publications Committee
Tuesday, September 16, 2014
11AM

Present: Jean Amaral, Stephen Di Dio, Urszula Golebiewska, Danny Mangra

1. Approval of May 21, 2014 meeting minutes

- The minutes were read, all present approved

2. Election of a new chair

Jean Amaral is departing the committee and QCC we wish her best of luck in her new endeavors

Urszula Golebiewska agreed to step in as a chair

During the next meeting a new secretary will be elected

The new chair is responsible for the minutes of the September 16th meeting

3. Review of committee charges

- The record of the committees work is not up to date. The last chair's report submitted to the steering committee is from 2011. The new chair will reach to the departed chair and ask for a report to be sent to the steering committee.
- Due to the departure of Jean Amaral a new member will be assigned to the committee (post meeting update : Jennifer Maloy, was added by the steering committee to fill the empty slot)
- The committees web page was update by Danny Mangra, he will continue to update it.
- Stephen Di Dio spoke about the need to develop a program to train faculty and staff on how to develop and update web pages. Training exercises are needed as many departmental webpages are out of date or require redesigning. The departmental web pages should be consistent with the college general design; the content is up to the specific department. Stephen thinks that the committee should be involved in it.
- The meeting times are very hard to set. The meeting will be run on an oscillating basis to allow all members to participate. The two possible times are Wednesday during club hours and Tuesdays at 11AM.

Respectfully submitted by Urszula Golebiewska