

QUEENSBOROUGH COMMUNITY COLLEGE
Publications Committee (2008-2009)

Date: October 22 2008

Time: 1:00 PM

Site: M201

Persons in Attendance: Eugene Harris, Matt Adkins, Jonathan Cornick, Ruth Griggs-Fontana

Points Discussed:

- The committee previewed the book-marked PDF of the Faculty Handbook and discussed where on the QCC website it ought to be posted. We agreed the handbook ought to be on the Faculty and Staff page under its own category and we decided to forward the handbook to the QCC webmaster with that suggestion.
- Recognizing that we are moving away from a reliance on print material, the committee spent the remainder of the meeting discussing the QCC website and what the purview of the publications committee ought to be with regards to the content of the website. We discussed in particular:
 - What college publications are or ought to be on the website.
 - What the procedures were for recommending content changes on the website to the faculty senate.
 - The importance of editing and updating departmental and faculty web pages for consistency.
- The committee adjourned with the decision to pursue a joint meeting with the website committee regarding the structure, organization, and content of the website.

NEXT MEETING: To be announced

Respectfully Submitted,
Matt Adkins