

**QUEENSBOROUGH COMMUNITY COLLEGE
ACADEMIC SENATE
PUBLICATIONS COMMITTEE**

TO: Academic Senate Steering Committee

FROM: Eugene E. Harris, Chairperson, Committee on Publications 2006-2007

SUBJECT: Publications Committee Annual Report

DATE: 05/22/07

	Committee on Publications 2006-2007
Members	Eugene Harris (Chairperson) Helene Dunkelblau (Co-Secretary) Patricia Spradley (Co-Secretary)
Student Representative	none
Administrative Liaison	Vice-President Rosemary Zins
Charges	<ul style="list-style-type: none"> a. Recommend to the Academic Senate policies and procedures pertaining to college publications. b. Receive information on all publication associated with the College or bearing the College name, and report this information to the Academic Senate. c. Serve as an advisory group for publications associated with the College d. Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, faculty handbooks, and other publications of this nature.
Annual Report:	
<p>The committee met a number of times over the course of the Fall 2006-Spring 2007 semester including the following dates: September 15, 2006; November 7, 2006; February 15, 2007; April 19, 2007; May 10, 2007. Please see minutes for Committee meetings posted on the QCC Website under Governance. Eugene Harris (Chair) also held several additional meetings and conversations with Dr. Arthur Corradetti (concerning the Faculty Handbook and its progress) as well as with Ruth Griggs-Fontana (concerning constructing a list of all college publications to list on the website and other matters).</p> <p>The main activity of the Publications Committee during the 2006-2007 academic year was the update and revision of the Faculty Handbook. To this end, the Publications Committee worked closely with Arthur Corradetti who is playing a central role. The committee continued to maintain a list of those handbook sections received back from various departments and centers of the college. During the course of the year, the following updated and revised sections were received and compiled into the existing Faculty Handbook: Scholarship Information; Governance, Performing Arts; Holocaust Resource;</p>	

and Art Gallery. Subsequently, the Committee divided the Handbook into sections, and distributed the sections amongst its members who then read and edited the full document. The one important section that still remains under revision is the section on Faculty Responsibilities. These revisions are underway in the office of Liza Larios ((Faculty and Staff Relations). The Committee decided that when the updated and revised Faculty Responsibilities section is received that it will forward this section to several interested groups for review including: the PSC Chapter (Paul Weiss and Philip Pecorino); the Faculty Executive Committee (Dr. Sheena Gillespie); the Academic Senate Committee on Publications; and the Office of Academic Affairs (Dr. Dan King).

The Committee on Publications also made several additions and revisions to the “Guide to the Committee on Publications.” These were then forwarded to Dr. Phil Pecorino and Dr. Kathleen Vilani (Academic Senate) to post on the Website in the section concerning Governance.

In addition to the committee’s work on the Faculty Handbook, we initiated a project in late Spring 2007 to update our working list of all college publications. We are in the early stages of this project and Eugene Harris (Chair) has been in conversations with Ruth Griggs-Fontana (Marketing) to strategize how best to use our efforts.

Recommendations:

The committee makes the following recommendations:

- The first and primary goal of the Committee on Publications in the Fall 2007-Spring 2008 academic year is to secure the remaining document of the updated and revised section on Faculty Responsibilities from the office of Liza Larios (Faculty and Staff Relations).
- Subsequently, this section should be sent for careful review by the PSC Chapter (Paul Weiss and Philip Pecorino); the Faculty Executive Committee (Dr. Sheena Gillespie); the Academic Senate Committee on Publications; and the Office of Academic Affairs (Dr. Dan King).
- Subsequently, the Committee should work with the Printing Office to carry out printing of the Handbook.
- Subsequently, the Committee on Publications should consider working closely with the Website Committee and the Webmaster to develop a way to put the Faculty Handbook online so that it can be used in a user-friendly fashion.
- The Publications Committee can recommend distribution of paper copies of the Faculty Handbook to all academic and administrative departments.
- The Publications Committee should hold discussions with the office of Marketing about a potential project in which departmental information is incorporated into pre-styled templates.

Elections:

The Publications Committee held an election on April 19, 2007 in M201. Eugene Harris was elected to be chair for the 2007-2008 academic year. The secretary duties are shared among all members of the committee on a rotating basis.