

**QUEENSBOROUGH COMMUNITY COLLEGE  
ACADEMIC SENATE**

**PUBLICATIONS COMMITTEE**

**TO:** Devin McKay, Secretary of the Steering Committee of the Academic Senate

**FROM:** Eugene E. Harris, Chairperson, Publications Committee 2007-2008

**SUBJECT: Publications Committee Annual Report**

**DATE:** 05/23/08

	<b>Committee on Publications 2005-2006</b>
<b>Members</b>	<b>Eugene Harris (Chairperson) Helene Dunkelblau (Secretary) Patricia Spradley (Secretary)</b>
<b>Student Representative</b>	<b>none</b>
<b>Administrative Liaison</b>	<b>Ruth Griggs-Fontana</b>
<b>Charges</b>	<b>Revise handbooks</b> (presently focusing on the Faculty Handbook to be completed and printed in the Summer of 2008)
<p><b>Annual Report:</b></p> <p>The committee met a number of times over the course of the Fall 2007-Spring 2008 academic year (see posted minutes).</p> <p>The major undertaking of the committee was the update and revision of the Faculty Handbook. To this end, the Publications Committee worked closely with both Ruth Griggs-Fontana in administration. The revisions and updates of the Handbook will include many new features and information. Some of these features include a new welcome letter from President Marti and from Sheena Gillespie (Faculty Executive Committee). President Marti designated that his cabinet members read the sections pertinent to them and make necessary changes and additions. After receiving the comments and suggestions from these individuals the members of the Committee on Publications read over all of these, approved most with little if any modification. The Committee on Publications also requested that certain individuals of the faculty read over a draft of the “final” updated Faculty Handbook and make comments, suggestions, additions. We received material back from Paul Weiss, Phil Pecorino and Alex Tarasco. Subsequently the Committee on Publications met with Dan King, Liza Larios, and Ruth Griggs-Fontana to go over all suggestions and make judgements about what appropriate changes and additions. We completed this on April 9. On May 15<sup>th</sup>, a final draft was prepared by Ruth Griggs-Fontana’s Office and was sent out for a final viewing by the President Marti’s cabinet members. Our plan is to print the document in the early summer or 2008 and distribute it to all faculty, HOEs, all academic departments, and all administrative departments in the Fall of 2008</p> <p><b>Recommendations:</b></p>	

The committee makes the following recommendations:

- Work with the webmaster to place the updated and revised Faculty Handbook online
- Develop ways to make the web version of the Faculty Handbook easily accessible and usable by faculty
- There should be closely coordinated action between the Publications Committee and the Website Committee and the Webmaster to ensure the above material is put online

**Elections:** Elections of a new Chairman and a secretary are pending at this time. As soon as all members are able to meet we will conduct this election.