

**QUEENSBOROUGH COMMUNITY COLLEGE  
ACADEMIC SENATE  
PUBLICATIONS COMMITTEE**

**TO:** Academic Senate Steering Committee

**FROM:** José Luis Madrigal, Chairperson, Committee on Publications 2009-2010

**SUBJECT:** Publications Committee Annual Report

**DATE:** 6/30/10

	<b>Committee on Publications 2009-2010</b>
<b>Members</b>	<b>Jose Madrigal (Chairperson) Mark Van Ells Francis Jordan</b>
<b>Student Representative</b>	
<b>Administrative Liaison</b>	<b>Ruth Griggs</b>
<b>Charges</b>	<ul style="list-style-type: none"> <li><b>a.</b> Recommend to the Academic Senate policies and procedures pertaining to college publications.</li> <li><b>b.</b> Receive information on all publication associated with the College or bearing the College name, and report this information to the Academic Senate.</li> <li><b>c.</b> Serve as an advisory group for publications associated with the College</li> <li><b>d.</b> Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, faculty handbooks, and other publications of this nature.</li> </ul>
<p><b>Annual Report:</b></p> <p>In the fall of 2009 our main goal was the creation of a general Department Website template including basic information taken from the CUNY-first database as well as information provided by faculty. To this end, we held a few meetings with the Website Committee, along with other members of the Administration, but soon it became clear that our project could not be accomplished without the full implementation of CUNY FIRST. Our understanding had been that by June 2009 the system would have been fully operational, but apparently this ERP system has encountered numerous problems and will need at least two more years before is able to maximize the value of all its resources. Having placed the Website template project on the backburner, our committee decided to focus on the revision and update of the Faculty Handbook. At first, the committee’s goal was to make some basic editing and updates, but as the text was closely examined, we concluded that the Faculty Handbook needed a thorough revision and fundamental changes. In a meeting with Dean Larios held in May 2010, Ruth Griggs and the chair of the Publications Committee presented a number of recommendations previously discussed with</p>	

all the members of the committee as how the Faculty Handbook should be organized.

Listed below are some of these recommendations:

- The faculty handbook needs to be presented in a more concise form.
- The new arrangement must include six main sections:
  - 1) General information about QCC (Role of a community college, brief history, mission statement, goals, and objectives, cursory information about governance, funding and accreditation)
  - 2) Instructional policies and procedures (Faculty's instructional responsibilities relating to the classroom, like syllabi, class rolls, grade sheets, evaluations, etc)
  - 3) Employment policies relevant to the faculty member
  - 4) Faculty resources
  - 5) General personal information
  - 6) Appendices.

Further suggestions:

- The Faculty handbook must spell clearly and succinctly the role of the President, the Chairs, the Departmental and College P & B's, and the FEC.
- All letters from the President pertaining policies of the college should be removed and instead be integrated as part of the general discourse.
- The Faculty Handbook must specify college policies, criteria and procedures regarding appointments, reappointments, and promotions.
- An online Faculty Handbook version is needed.

As the current chair, it is my hope that for the 2009-2010 academic year our committee will be able to bring an updated and revised Faculty Handbook to publication, which will be both more accessible and in tune with the needs of Faculty. Also, I would like to stress the importance of working hand in hand with the administration without losing our independence and responsibility towards our faculty peers.

I will call an early meeting in Fall of 2110 to start immediately with the revisions of the Faculty Handbook.

### **Elections**

The Committee re-elected Jose Madrigal, as Chair of the Committee on Publications for the 2009-2010 academic year. Mark Van Ells and Phil Pecorino will be the other members of the committee this year.