

## QUEENSBOROUGH COMMUNITY COLLEGE

Minutes accepted on May 16, 2016 with minor edits contained herein.

### Publications Committee (2015-2016)

**Meeting date:** April 19, 2016, 11 AM

**Location:** M209

**Chair:** Urszula Golebiewska

**Secretary:** Raul Armendariz

**Members present:** Raul Armendariz, Stephen Di Dio, Urszula Golebiewska, Jennifer Maloy and Mangala Tawde.

1. Minutes from the March 31, 2016 meeting submitted by Urszula were accepted via email.
2. The next committee meeting will be in May 2016, Urszula will send out an announcement.

### 3. QCC web pages

- The publications committee vote resulted in the QCC nursing department winning 1<sup>st</sup> place for the best webpage award; the chemistry department came in 2<sup>nd</sup> place and the art and design department came in 3<sup>rd</sup> place.
- Urszula will prepare a 1<sup>st</sup> place certificate for review.
- The *rubric* used to grade the webpages is to be placed on the committee's webpage under the QCC academic senate website which is available to the public.
- Jennifer will draft an email to announce the winner including a *Short Description* of the criteria used to grade the webpages; after approved by the committee the email will be sent in the month of May to the faculty and administration. For consistency the *Short Description* will be an editorialized version of the rubric.
- Within May a flash announcement of the winner is to be placed on the QCC webpage for 1 month; this would include either the certificate or a picture of the department.
- Wendy has drafted a recommended list of *Best Practices for Department Website Content*; once completed this list will be made available to department chairs.

Respectfully submitted by committee secretary Raul Armendariz, May 16, 2016