

QUEENSBOROUGH COMMUNITY COLLEGE

Publications Committee Meeting Minutes (2017-2018)

Meeting date: May 16, 2018

Location: M29, 11am

Present: Wendy Ford, Urszula Golebiewska (Liaison), Chukwudi Ikwueze, Frank Jacob (Chair), Mohammad Javdan, Kwang Hyun, Kim

1. The previous meeting's minutes were approved.
2. New Members were welcomed to the committee and information was shared regarding the committee's past activities.
3. Faculty Handbook - Frank shared that he will compile all of the suggested updates to the committee handbook and forward them to Human Resources and Marketing.
4. Department Websites – Frank has received the names of the departmental webmasters. The committee will decide next year how to proceed with the departmental websites.
5. Elections results: All persons were elected unanimously.
 - a. Chair: Mohammad Javdan
 - b. Secretary: Chukwudi Ikwueze
6. Frank indicated that he will write the committee's annual report and share it with the committee via email.
7. Meeting adjourned.

Respectfully submitted by Wendy Ford.