QCC Publications Committee Meeting Nov. 5, 2015 2pm
Meeting Minutes submitted by Raul Armendariz
(Approved and submitted Dec. 2, 2015)

Present:
Raul Armendariz**,** Stephen Di Dio**,** Wendy Ford**,** Urszula Golebiewska**,** Jennifer Maloy**,** Mangala Tawde

The previous meeting minutes from Oct. 7, 2015 were accepted by the committee.
The next committee meeting will be Wednesday Dec. 2nd 4:10

QCC web page
Dave Moretti the QCC Director of Web Services from the Office of Marketing and Communications, Digital Media Services, will be invited later in the semester to discuss the web pages.

1. The webpage grading rubric prepared by Jennifer Maloy was circulated to the committee and discussed.
2. The 3 point scoring system was discussed.
3. The dimension called "Usefulness" will be renamed to "Ease of use," and a new category called "Programs" will be added to it (to include certificate programs etc.).
4. The dimension called "Functionality" will be changed to "Content," and a new category called "Web site Links" will be added to it.
5. A new dimension called "Audience" will be added to the rubric, it will contain the categories: "Perspective students," "Current students," and "Faculty."
6. A category called "Visuals" will be added to the rubric.
7. Jennifer Maloy will make the above modifications to the rubric and circulate it to the committee
8. The current plan is that the award for best academic department Webpage will be granted annually by the Publications Committee.

The Committee will:
9. At the beginning of the Spring Semester inform via email the academic departments that an award certificate for Best Departmental Web Page will be granted in May. The chairs will be informed via a statement which describes how the committee will grade their web pages (this description will be based on the grading rubric).
10. Grade the web pages by April.
11. Ask the departmental chair of the department that wins the award for the name(s) of the person(s) which should appear on the award certificate.
12. Grant the award certificate in May.
13. Determine if a flash announcement can be setup on the QCC web page to announce the name of the winning academic department.
14. Determine if the winning academic department can be recognized during the Convocation of the College.

Handbooks
15. Wendy Ford submitted comments about Handbooks.
16. Kathleen Alves emailed her comments about the Handbooks to Urszula G. which will be forwarded to Stephen Di Dio.
17. Raul Armendariz located a CLT Handbook on the psc.cuny website; it was unclear whether this handbook is an accepted QCC publication.

18. Some discussion occurred as to whether or not it would be permissible and/or beneficial to solicit input from CLT's regarding the completeness of the CLT handbook.

Other
19. Publications committee documents (i.e. rubrics, meeting minutes, reports, etc.) are to adhere to the Middle States Standards.
20. Danny Mangra the publication committee's website coordinator will be asked to upload these meeting minutes.

Next meeting on Dec. 2nd:
21. Revised web page grading rubric will be reported.
22. Steven Di Dio will find out if there are QCC published Adjunct faculty handbook, a CLT Handbook, and a HEO Handbook.
23. If any particular handbook does not exist as a QCC publication then a course of action will be determined. Dean Liza Larios of Human Resources and Labor Relations will be consulted as to the handbooks.