

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**Publications Committee (2005-2006)**

**Date:** May 8, 2006

**Time** 12:20 – 1:10 PM

**Site:** A-504

**Persons in Attendance:** Eugene Harris (Chair of Committee), Susan Curtis, Arthur Corradetti, Helene Dunkelblau, Pat Spradley

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1. Regarding the Faculty Handbook:
  - a. Susan will change the name of her section to Services and Resources for Students
  - b. locations will be listed even though departments and services (e.g. ISS) are being moved
  - c. Artie will send the PIE section Eugene, Helene and Pat for cutting and editing to make it a more reasonable length
  - d. Susan will get in touch with Phil Pecorino about the Tigermail resolution
  - e. Artie will be responsible for the CUE section which is being written by Michael Roggow
  
2. The Committee's "to do" list:
  - a. edit PIE section – Eugene, Helene, Pat
  - b. add the CUE section -- Artie
  - c. add a description of QCC students – Susan
  - d. add letter from Dr. Marti – Eugene
  - e. review the section on faculty, policies and procedures – VP McColloch/Artie
  - f. add a section on the performing arts and update the art gallery information -- ???
  - g. include a section on the Office of Sponsored Programs and the IRB – Artie
  
3. Our goal is to have the Handbook ready for all new faculty by the end of the summer. Each department will have a limited number of copies. The Handbook will also be on the web for reference by the whole faculty.
  
4. In the fall, we will work on making the Handbook on the web interactive.

Respectfully submitted,

Helene Dunkelblau