

QUEENSBOROUGH COMMUNITY COLLEGE

Publications Committee (2004-2005)

Date: November 3, 2004

Time: 11:00 AM

Site: M325

Members: Marge Reilly, Eugene Harris (Secretary), Laura Freedgood, Peijun (Jeffrey) Jia

Points Discussed:

- The committee reviewed a listing of college wide publications compiled by the Publication Committee last academic year.
- We focused on placing a subset of these college documents on line
- We decided that our priority should be with the various College Handbooks as they are of widest interest to students and faculty
- There are 7 handbooks we know of: Faculty Handbook, Adjunct Faculty Handbook, HEO Handbook, New Teaching Handbook, CLT Handbook, Substitute Faculty Handbook, and Student Handbook
- We believe these should be scanned and put online in a central location on the QCC Website.
- We need to know what server is available and appropriate for this, and who would do the scanning (IT Department, Academic Computing Department?)
- There is the possibility that work study students could participate as scanners of the documents

Tasks for Committee Members:

- Laura will ask Liza Larios if there are plans to put the College Handbooks online
- Marge will check with Phil Pecorino about how our committee makes the recommendation to have the handbooks put online (e.g. through the Faculty Senate, or directly to a particular college department).
- Marge schedules next Publications Committee meeting with Susan Curtis (Publications Department) so that we can discuss plans to continue an Online Showroom of College Publications that faculty and students can peruse (and use as models to construct new publications)

NEXT MEETING: To be scheduled by email.

Respectfully Submitted,
Eugene E. Harris