

QUEENSBOROUGH COMMUNITY COLLEGE
Publications Committee (2004-2005)

Date: November 18, 2004

Time: 9:30 AM

Site: M325

Persons in Attendance: Marge Reilly, Eugene Harris, Susan Curtis (Marketing), Carolyn Geida (Publications), Ebrahim S. Mazloumi (Student Liason)

Points Discussed:

- Faculty Handbook is already online at http://www.qcc.cuny.edu/Governance/Faculty_Handbook/pdf_files/Faculty_Handbook.pdf (Margaret Reilly, Laura Freedgood); International Student handbook already online (Susan Curtis)
- Olga Salamanca said that she knew of no plans to put other Handbooks online
- Phil Pecorino said that we have to inform the senate via our report that we recommend having the Handbooks put online (the recommendation is brought to the administration)
- Susan Curtis discussed the problem of duplication of material put on the web. Raised the question about how this can be eliminated?
- Susan Curtis asked our committee if we could recommend that a new staff member be appointed to the Publications and/or Marketing.
- Mr. Mazloumi (Student Liason) said that student handbooks are not that helpful to students. He says it is mostly used for the calendar because this lists Clubs, activities, festivals etc. But he pointed out that student's would like to see much more explanation of what particular clubs are all about, and more information explaining what certain festivals are for etc. Descriptions and explanations given in the calendar would be very helpful.

Tasks for Committee Participants:

- Susan Curtis & Carolyn Geida said they would draw up a list of tasks that need to be accomplished by their departments (to justify a new member being appointed)
- Susan Curtis will let us know when the next meeting of the Website Coordinators is so that the Publications Committee can attend.
- Publications Committee will continue to look into drawing up a complete publications list and contacting the authors of these publications to find out basic information about the pubs. (e.g. Are these publication being read?; Are they online? Or hardcopies?; How often are they published? What is the distribution)
- The idea would be to put the master list of publications with links on the Marketing/Publications QCC website.

NEXT MEETING: To be announced

Respectfully Submitted,
Eugene E. Harris