

QUEENSBOROUGH COMMUNITY COLLEGE
Publications Committee (2004-2005)

Date: December 14, 2004

Time: 9:30 AM

Site: M325

Persons in Attendance: Marge Reilly (Chair of committee), Eugene Harris (Secretary)

Points Discussed:

- Our committee has decided to follow up developing a comprehensive list of college publications.
- We discussed our protocol for sending out survey questionnaires to department heads polling them about their department's publications. (The list of questions was drawn up by the Marketing Department).
- Our preliminary listing of college publications was subdivided so that each member of the committee would be responsible for seeking the answers for their group of publications.
- The list of college publications was subdivided as follows:
 - Marge: Group 1 Publications. Academic Advisement to Cont. Education
 - Jeffrey: Group 2 Publications. Counseling to Library
 - Eugene: Group 3 Publications. Marketing to Student Government
 - Laura: Group 4 Publications. All departmental brochures

NEXT MEETING: To be announced

Respectfully Submitted,
Eugene E. Harris