

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

**Date:** December 22, 2005

**Time:** 10:30-11:30PM

**Site:** Administration Building, President's Conference Room

**Persons in Attendance:** Eugene Harris (Chair of Committee), Susan Curtis, Marie Zachary, Arthur Corradetti, Helene Dunkelblau.

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Points Discussed:

This meeting was organized to set up a scheme to revise/update the Faculty handbook.

Both Arthur Corradetti and Susan Curtis agreed to assume organizing roles in soliciting new and revised information for the Faculty Handbook.

Thus new information will be requested from appropriate persons on campus heading administrative offices, departments and resource centers.

A tentative time frame and order of progression was planned on:

1. A deadline was agreed on that new/revised materials should be back by the end of February 2006 (latest March 15, 2006).
2. At this time, we will meet again and organize all material into sensible groupings and sub-sections. For the hardcopy version we would like to break Handbook into major sections using TABS.
3. Make Handbook uniform in terms of type font and headings.
4. Make Handbook electronically accessible as HYPERLINKED SECTIONS.
5. Distribute Handbook next Fall 2006.

Respectfully Submitted,  
Eugene Harris