

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

ACADEMIC SENATE

COMMITTEE ON PUBLICATIONS

TO: Dr. Joel Kuszai, Secretary, Academic Senate Steering Committee
FROM: Dr. Urszula Golebiewska, Chair, Committee on Publications
SUBJECT: **Annual Report for Committee on Publications for 2014/2015_**
DATE: **May 12, 2015**

Committee members: Kathleen Alves, Jean Amaral (departed September 2014), Raul Luiz Armendariz, Jennifer Maloy (joined in October 2014), Danny Mangra, Urszula Golebiewska, Philip Pecorino

President's Designee: Stephen Di Dio

Steering Committee Designee: Joel Kuszai

Students: Moolhanie Balkaran, Eber Blanco, Sherice Leggette, Sade Smith,

Chair: Jean Amaral May 2014 – September 2014

Urszula Golebiewska September 2014 - present

Secretary: Urszula Golebiewska May 2014 – September 2014

Jennifer Maloy October 2014 – May 2015

Web Master: Danny Mangra

The Committee on Publications met 6 times, September 16, 2014 11am-12pm

Science Building Rm 419, Tuesday October 21, 2014 at 2PM in M-209, Tuesday Nov. 18, 2014

at 2PM in M-209, Tuesday Feb. 24th, 2PM in M-209, Tuesday Mar. 31, 2PM, in M-209,

Tuesday May 12, 2015, in M-209;

Major Tasks Accomplished:

1. The Committee on Publications requested the following changes to the Bylaws of the Academic Senate, Section VII, Section 24:

FROM:

Section 24. The Committee on Publications

The Committee on Publications shall consist of six (6) members of the instructional staff and four (4) students. Three of the student members (the three (3) editors of the major student publications – the student newspaper, the student literary magazine and the year book) may vote

only on issues pertaining to the student publications each represents; the fourth student member votes on all issues.

The Committee on Publications shall:

- Recommend to the Academic Senate policies and procedures pertaining to College publications.
- Receive information on all publications associated with the College or bearing the College name, and report this information to the Academic Senate.
- Serve as an advisory group for publications associated with the College.
- Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, faculty handbooks, and other publications of this nature.

TO:

Section 24.

The Committee on Publications shall consist of six (6) members of the instructional staff and three (3) students.

The Committee on Publications shall:

- Recommend to the Academic Senate policies and procedures pertaining to College publications and the college website.
- Receive information on the college website and all publications associated with the College or bearing the College name, and report this information to the Academic Senate.
- Serve as an advisory group for the college website and publications associated with the College.
- Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, faculty and other handbooks, and other publications of this nature.

RATIONALE:

These changes will: (1) permit student membership and voting and (2) include the QCC website explicitly as a publication in those charges under the committee's purview

The proposed bylaws changes were discussed with the Bylaws Committee (Urszula Golebiewska attended the Bylaws Committee meeting on April 27th, 2015).

The changes were approved by the Academic Senate on May 12, 2015 meeting of the Academic Senate.

2. On Tuesday, February 24, 2015 the committee welcomed guest Dave Moretti, the committee was grateful for his willingness to listen to our comments and very positive responses. Prior to the meeting each member of the committee investigated particular areas of the college website. Specifically: Student – student specific pages, Phil Pecorino – the Governance pages, Urszula Golebiewska – the Academic Department pages, Stephen Di Dio and Danny Mangra – the Administration pages, Jennifer Maloy – the Academics pages, Kathleen Alves – the Faculty and Staff pages. Dave Moretti and his team were already fixing many of the problems and fixed rapidly many of the outdated pages. Their biggest problem is with manpower. Web team is overworked and understaffed.

3. During March 21st 2015 meeting the committee discussed the faculty handbook. Prior to the meeting each member reviewed the online version of the faculty handbook and identified places with incorrect or irrelevant information (for example: outdated message form the president and discussion of parking token for students; tokens are not more in use and as it refers to students it should be in the students handbook). Stephen DiDio noted and initiated correction of many of such issues.

4. The committee is planning to implement and Award to the web master of the academic department that has developed the most appealing and functional departmental web page.

5. During the May 12th meeting the committee elected **chair**: Urszula Golebiewska and **secretary**: Raul Luiz Armendariz

We also welcomed New Committee Member: Wendy Ford

6. The committee wishes to thank David Moretti for meeting with us and responding to our suggestions, Jean Amaral who departed the committee in September, Philip Pecorino who departed the committee at the end of semester.