

## QUEENSBOROUGH COMMUNITY COLLEGE

### **Publications Committee (2015-2016)**

**Meeting date:** February 22, 2016, 2 PM

**Location:** M209

**Chair:** Urszula Golebiewska

**Members present:** Raul Armendariz, Wendy Ford, Urszula Golebiewska, Mangala Tawde, Kathleen Alves and Jennifer Maloy. Guest present: Phil Pecorino

**Minutes:** draft 2 submitted March 25, 2016 by the secretary Raul Armendariz  
Minutes accepted via email vote before March 31, 2016 with minor edits contained herein.

### **Points Discussed:**

1. Previous minutes from the Dec. 2, 2015 meeting were accepted by the committee with minor edits.

2. The next committee meeting will be in March 2016, Urszula will send out an announcement.

### **3. QCC web pages**

- The committee will begin reviewing academic department webpages by March 1<sup>st</sup>, 2016.
- The list of webpages we vote on to be placed in alphabetical order for ease of use.
- Place a version number on the grading rubric for records purposes.

### **4. Anti-Bullying Statement**

It was reported in the Academic Senate Agenda of September 8, 2015 Attachment N, that the anti-bullying statement was passed by the Faculty Senate.

### **5. Handbooks**

- Since there are multiple groups within QCC controlling where any new information intended for faculty and CLTs is placed on QCC webpages (and the associated web links) it was discussed if this committee should propose to the Faculty Executive Committee that the online Faculty Handbook be the central location for such information.
- Copies of the following QCC published handbooks were located and provided to all committee members for future review: HEO, HEO Substitute, CLTs, CLT Substitute, New Faculty, Teaching Faculty Substitute.

- A publication by the AAUP titled “Faculty Handbooks As Enforceable Contracts: A State Guide” was provided to committee members.
- Remaining handbooks to obtain copies of: Adjunct Faculty, Faculty (is available online), Student Handbook (older version is available online).
- Discussions about whether or not Travel and Grant information could be included in the Faculty Handbook.
- Discussions about whether or not this committee would exercise its editorial right to determine what information goes into the handbooks

**6. Tasks for Committee Members:**

- Kathleen will create a place on Blackboard for Publications Committee information with logon permissions.
- Wendy will look at how the links could be arranged on the QCC webpage to Handbooks, and if links could be placed in QCC Handbooks to corresponding PSC CUNY Handbooks.