

Publications Committee  
Tuesday, March 31, 2015  
Med. Arts Building, M-209; 2PM

Present: Kathleen Alves, Stephen Di Dio, Wendy Ford, Urszula Golebiewska, Danny Mangra  
Absent: Raul Armendariz, Jennifer Moloy, Mangala Tawde

1. Raul Armendariz e-mailed the minutes of the last meeting right before the meeting time. There were technical problems with printing. The voting on minutes will take place via e-mail.
2. Stephen Di Dio spoke about plans to update the QCC website to make it compatible with mobile technology. The main goal is to make the website an appealing and useful resource to students, faculty, staff as well as prospective students and other internal and external constituencies. He showed the committee two possible design proposals and templates. The committee unanimously selected option B as more appealing. The Marketing department is working on a timeline for implementation.
3. Discussion of the scoring results: Urszula Golebiewska, Wendy Ford, Jennifer Moloy and Mangala Tawde e-mailed their scores of departmental websites ahead of time; Kathleen Alves and Danny Mangra brought their scores to the meeting; Raul Armendariz e-mailed his scores right after the meeting. In general the results of all evaluators were in good agreement. Urszula Golebiewska will calculate total scores to identify the winning department.
4. Discussion of creation a list of tips for the departmental webmasters: all of the members noticed certain features that make a website more functional; all of the members noticed as well what make a website less easy to navigate. Wendy Ford will write the first draft of possible tips.
5. Stephen Di Dio confirmed that we can ask president to sign the certificate for the winning department. Stephen also confirmed that the information about winning department will be posted on the banner on the QCC website.
6. Wendy Ford will donate a frame for the certificate.
7. Next meeting around April 15<sup>th</sup>; Urszula Golebiewska will conduct a doodle pool to arrange for meeting.

Respectfully submitted by Urszula Golebiewska