

QUEENSBOROUGH COMMUNITY COLLEGE

Publications Committee Meeting Minutes (2016-2017)

Meeting date: April 28, 2017

Minutes submitted: May 19, 2017

Draft of minutes approved: May 18, 2017

Location: H458

Chair: Kathleen Alves

Secretary: Raul Armendariz

Members present: Kathleen (Kat) Alves, Raul Armendariz, Wendy Ford, Chukwudi Ikwueze, Mohammad Javdan

0. The March meeting minutes were approved.

1. QCC best webpage award

Kat has tallied the preliminary scores received so far for the best departmental webpage award; she is waiting for one department to be scored by one committee member and then she will calculate the results. The committee decided that in the event the scores are close there will only be one winner, and departments will not be excluded from winning multiple times or in consecutive years. Kat will ask about getting the certificate award printed.

2. New committee members for 2017-2018 term

Wendy spoke with Academic Application Manager Denis Bejar who confirmed that he will provide new committee members with username access to the committee's blackboard webpage.

Kat will consult with the Steering Committee Chair Christine Mooney about the committee chair position during the new term in 2017-2018.

Kat will send out a Doodle poll for our May meeting which will be the final one of the semester; the new committee members will be invited to attend.

3. Handbooks

Raul has made an appointment to speak with Dean Larios about the status of the Handbooks and will be providing an update shortly.

Respectfully submitted by Raul Armendariz