

QUEENSBOROUGH COMMUNITY COLLEGE
ACADEMIC SENATE

COMMITTEE ON PUBLICATIONS

TO: Emily Tai, Secretary, Academic Senate Steering Committee
FROM: **Marge Reilly**, Chairperson, Committee on Publications 2004 -2005
SUBJECT: Committee Annual Report
DATE: June 28, 2005

Members

- Marge Reilly Chairperson
- Eugene Harris Secretary
- Peijun (Jeffrey) Jia
- Laura Freedgood Steering Committee Designee
- Ebrahim S. Mazloumi Student Representative
- Susan Curtis Presidential Designee

Charges:

- Develop a list of available Publications.
 - Evaluate the procedures in place for reviewing Website accuracy.
 - Determine website availability of Faculty Handbooks.
 - Consider expanding charge to include Marketing
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Annual Report:

The Committee met several times over the course of the year on: September 29, November 3, November 18, February 1, April 13, and May 18. In addition, both Marge Reilly and Eugene Harris attended meetings with the College Web Site Coordinators hosted by Susan Curtis on December 8 and May 11.

The committee met with Susan Curtis and Carolyn Geida to discuss the role of the Publications Committee and the Publications Department. In conjunction with the needs of the Publications Department, the major project of the committee entailed obtaining a comprehensive list of all QCC College Publications for the Publications Department. The intent was to begin an assessment of what is available and begin to consider

how it should be made available for its audience. Each committee member then took a portion of the titles provided by the Publications Department and surveyed the various Departments and responsible parties for information on purpose, distribution, website availability and frequency of publication. Based on feedback, this listing was updated and organized as a tool for the Publications Department to use to help structure schedules of production. It also initiated the template for a database of publications that should be available on the College Website. It was determined that of the seven Faculty Handbooks, only two are available online (Faculty Handbook and International Student Handbook). At one of the meetings which included the student representative, suggestions for improvement in the Student Handbook were made and responded to by Susan Curtis.

Committee members, Marge Reilly and Eugene Harris also participated in meetings with the Website Coordinators.

Recommendations:

The Committee recommendations include:

- Make all Handbooks available online.
- Make a listing of all publications available online both as Publications and also under the Department which issues them. Make a link available to a description of the publication if not the actual publication.
- Increase the fulltime staffing of the Publications department to support the need for Website availability and Marketing.
- Integrate some aspects of Website evaluation as a function of the Publications Committee.
- Develop an organizational structure that may include the Departmental Web Site Coordinators to foster accountability for what is on the website and its accuracy.
- Develop a strategic plan in conjunction with the Publications Department, for assessment of the need and effectiveness of publications both printed and online. Marketing is a function of the Publications Department, and should not be addressed by the Publications Committee

Elections:

The Committee elected Eugene Harris as Chairperson and Lisa Mertz as Secretary of the Publications Committee for the 2005 – 2006 Academic Year.
