

## Queensborough Community College

Publications Committee Meeting Minutes (2016-2017)

Date of minutes: 11/28/2016

Location: H458

Chair: Kathleen Tamayo Alves

Secretary: Raul Armendariz

Members Present: Wendy Ford, Chukwudi Ikwueze, Kathleen Tamayo Alves

1. Minutes from October 28, 2016 meeting approved with minor changes.
2. No update on inquiry for Stephen Didio regarding Anti-Bullying statement in the College Catalog. Kathleen will share with the committee at the next meeting once Stephen responds to her email.
3. There has been no updates yet in regards to the locations of the handbook on the QCC website. Kathleen will ask Raul to share his work on this matter.
4. Jennifer has contacted Kathleen Landy from CETL and Dave Morretti regarding a Cascade workshop for faculty. Wednesday, March 1<sup>st</sup> is the date agreed by all parties.
5. Kathleen sent an email to Peter Bales and Emily Tai concerning the student members of the committee, since their inclusion remains on the charges. Philip Pecorino, who was CC'd in the response from Emily, informed Kathleen that the Senate approved to remove nonexistent publications from the Bylaws last year. Emily is continuing to inquire whether these changes have been made, though she did say that Dave Moretti is working diligently to make these changes. Kathleen will update the committee with the Steering Committee's response.
6. The committee members will email Kathleen a list of ten or more errors on the website to pass on to Dave Moretti by December 12, 2016.
7. Kathleen will also ask Mohammed Javdan to contact Dave Moretti for tips on designing the most effective faculty websites.
8. Looking forward, the committee will work on determining the best department website award as the committee's spring project. The evaluations will take place shortly after the Cascade workshop when faculty has had an opportunity to update or improve their respective websites.

Respectfully submitted by Kathleen Alves on November 28, 2016