

Publication Committee Meeting

Thursday, April 19, 2007

Attendance: Eugene Harris (Chair), Patricia Spradley (Secretary), Helene Dunkelblau

Minutes

The committee discussed the following:

- Updates were provided by Eugene Harris, Chair regarding progress on the Faculty Handbook. Lisa Larios continues to work on the section she has been asked to review. It is anticipated that her review will be completed before the end of the Spring, 2007 semester. The committee can then meet and discuss the next phase of the Handbook process.
- The Committee Chair suggested that we move forward with another activity. The activity is to update the college publications lists and the information associated with these publications (e.g. point person, distribution etc). The committee members agreed to begin the updating process. The list of 23 departments was equally divided among the members. The task is to contact the point persons in the departments and identify the publications that are distributed. Once the information has been updated, the next phase of the activity will involve placing the publications list on the QCC website.
- Updated lists are to be completed by May 21st.
- The next meeting is scheduled for May 21, 2007.

Submitted by:

Pat Spradley