

Minutes Publications Committee
Wednesday, May 21, 2014
3:30pm

Present: Departing Members: Stephen DiDio and Joan Petersen
Returning Members: Danny Mangra and Phil Pecorino
New Members: Jean Amaral and Urszula Golebiewska

1. Summary of the past years activity
 - Joan Petersen – departing Chair distributed summary of the past years activities
2. Jean Amaral was appointed chair
Urszula Golebiewska was appointed secretary
Danny Mangra was appointed web master
3. Discussion of the work plan for the upcoming year
 - The college website is in urgent need of improvement, the most pressing issue is to ensure proper updates. There are too many people responsible for bits and pieces and thus updates are ineffective.
 - Stephen DiDio explained issues with the college website, rapid turnover of people working on it, and multiple people responsible for various tasks. Stephen also introduced new app available for students.
 - Multiple other documents present on the college website such as faculty handbook, committee handbooks, governance page require updating.
 - Specific assignments for the upcoming year:
 - Danny Mangra will update the publication committee website
 - Urszula Golebiewska will update the publication committee guide book
 - Phil Pecorino will continue efforts to update the governance plan

Respectfully Submitted by Urszula Golebiewska