

QUEENSBOROUGH COMMUNITY COLLEGE

Publications Committee Meeting Minutes (2016-2017)

Sep 14, 2016 meeting minutes

Draft of minutes submitted Sep. 20th, 2016

Minutes approved with minor edits contained herein Oct. 28, 2016

Meeting date: Sep 14, 2016, 11am

Location: H458

Chair: Kathleen Alves

Secretary: Raul Armendariz

Members present: Kathleen Alves, Raul Armendariz, Wendy Ford, Jennifer Maloy, Chukwudi Ikwueze

1. Minutes from the May 16, 2016 meeting were accepted with minor edits.
2. The next committee meeting will be in Oct. 2016, Kathleen will send out an announcement.

3. QCC web pages

Jennifer volunteered to organize a faculty workshop on “How to create a QCC webpage;” she will ask Dave Moretti, QCC director web services, if he would host it.

The committee began a discussion to determine if an award should be given this year for Best Webpage by an Academic Department; because the QCC webpage standards have been recently modified by QCC web services and not all departments have modified their webpages.

4. Anti-bullying Statement

A short version of an anti-bullying statement (not a policy) was reportedly passed by the faculty senate, see the *June 8, 2015 Report by the Committee on Environment, Quality of Life and Disability Issues to the Academic Senate Steering Committee*, Academic Senate Agenda, Sept. 8, 2015 Attachment N, page 3.

The anti-bullying statement appears in the Faculty handbook under Civility:
<http://www.qcc.cuny.edu/governance/faculty/handbook/general-personnel-information.html#civility>

The anti-bullying statement will appear in the 2016-2017 College Catalog:
<http://www.qcc.cuny.edu/academics/docs/College-Catalog.pdf>

This committee discussed whether or not the previously proposed anti-bullying policy needs to be as long as it is:

Possible QCC Policy on Bullying:

<http://www.qcc.cuny.edu/governance/academicsenate/news/Bullying.html>

Proposed Anti-bullying Policy:

<http://www.qcc.cuny.edu/governance/academicsenate/ceqd/docs/Policy-Bullying-rev-5-14.pdf>

5. Handbooks

Raul acquired hard copies of these QCC handbooks and presented them to the committee: New Teaching Faculty, Teaching Faculty Substitute, HEO, HEO Substitute, CLT, and CLT Substitute.

Raul will inquire on the status of latest updates in the following online handbooks: Faculty Handbook, Adjunct Faculty, and Student Handbook.

6. Other

On October 5th Kathleen will attend the Academic Senate Committee Chairpersons meeting and obtain our 2016-2017 activities form.

Wendy volunteered to upload the previous year's minutes to the committee's webpage.

Respectfully submitted by Raul Armendariz