

QUEENSBOROUGH COMMUNITY COLLEGE

Publications Committee Meeting Minutes (2017-2018)

Meeting date: Thursday, March 1, 2018, 11:00 am – 12:00 pm

Location: M-344B

Present: Wendy Ford, Chukwudi Ikwueze, Frank Jacob (Chair), Mohammad Javdan, Stephen DiDio, Urszula Golebiewska, Jennifer Maloy

1. Minutes are approved.
2. Agenda is approved.
3. Update on Faculty Handbook work: some people still getting theirs in. Most of the changes that are in right now focus on updating information and correcting dead links. Frank will send us updates on the progress.
 - a. FEC survey demonstrated the need and demand for faculty.
 - b. Stephen says please indicate where the address of where dead link is located and where it is referenced—some of these may be within CUNY or outside of CUNY.
 - c. Urszula notes redundancy in some places of the handbook and websites, and not all info is updated; maybe it is possible to include more links rather than the same information in multiple places.
 - d. Frank says we should contact our departments about what they would like to see in the handbook (in terms of department).
4. Department website awards: Frank sent out rubric to all department chairs. Wendy wonders if we should continue this each year. Chukwudi says maybe we should post the winners in the departments to encourage departments working on this. Members suggest postponing the award and focusing on encouraging webmasters to work on sites.
 - a. Wendy says maybe we could focus on one or two aspects and present models (with explanation)—maybe faculty profiles and appealing to students; Stephen says that the rubric was pretty good, and maybe we could use this to guide changes.
 - b. Frank will find a list of webmasters—we could give an award to webmasters; winners could present; we could feature the best department website on QCC site (with name of webmaster).

5. *Inside Queensborough* (Stephen shares with the group): new magazine from Marketing Department. Stephen wonders if the committee work on supporting this. Stephen is happy to receive feedback—this is a pilot, and he wants to see if this is something that we want to continue. He is going to create another issue, and then try to get more feedback via survey.
 - a. Wendy asked about whether the format will be the same—Stephen says they tied it into a theme for the campus (wrap-up for the semester).
6. Next meeting will be after Spring Break.
7. Meeting adjourned.