

## **Publication Committee Meeting**

### **Minutes**

December, 20 2007  
4:00 – 6:30 PM

Attendance: Eugene Harris (Chair), Ruth Griggs-Fontana

The committee discussed the following:

- We worked on putting together a final draft of the Faculty Handbook. We did final editing of all sections for style and grammar.
- We worked on inserting the sections received back from various administrative departments. They had updated and revised the various sections pertaining to them. We edited them and inserted them in the appropriate sections.
- We outlined sections for the table of contents.
- We discussed headings and sidebars.
- We planned a meeting with the full committee to view the layout copy at the next meeting.

Submitted by  
Eugene Harris