

QUEENSBOROUGH COMMUNITY COLLEGE
 The City University of New York

ACADEMIC SENATE

PUBLICATIONS COMMITTEE

TO: Dr. Emily Tai, Secretary, Academic Senate Steering Committee
FROM: Eugene E. Harris, Chairperson, Publications Committee 2005-2006
SUBJECT: Publications Committee Annual Report
DATE: 05/25/06

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| | Committee on Publications 2005-2006 |
| Members | Eugene Harris (Chairperson) Helene Dunkelblau (Secretary) Patricia Spradley (Committee member appointed in Spring 2006) Lisa Mertz (Committee member resigned in Fall 2005) Laura Freedgood (Committee member resigned in Fall 2005) |
| Student Representative | none |
| Administrative Liaison | Susan Curtis |
| Charges | Revise handbooks (presently focusing on the Faculty Handbook to be completed and printed in the Summer of 2006) List of college publications (completed 2004-2005; needs to be fully put online and fully linked to information on each publication) Appoint designee to College Website Committee (Eugene Harris filled this role during 2005-2006) Review recommendations of 2004-2005 annual report |
| Annual Report: The committee met a number of times over the course of the Fall 2005-Spring 2006 semester including the following dates: October 14, 2005; October, 24, 2005; December 22, 2005; March 1, 2006; March 9, 2006; April 26, 2006; May 8, 2006; May 25 2006. Eugene Harris also met with the College Website Committee hosted by Susan Curtis. See minutes for College Website Committee posted on Website. The major undertaking of the committee was the update and revision of the Faculty Handbook. To this end, the Publications Committee worked closely with both Susan Curtis and Arthur Corradetti in administration. The revisions and updates of the Handbook will | |

include many new features and information. Some of these features include a new welcome letter from President Marti, the new college mission statement, descriptions of PIE, CUE, new information on grants and scholarships available to students, information on the new Art Gallery, Performing Arts Center, Holocaust Center, new information on CETL, information concerning Student Services that faculty should be aware of (tutoring, Math Center, Basic Skills Department, ISS support etc), and information from the Office of Sponsored Programs and research, among other new or revised information. The new Faculty Handbook will be printed in the summer of 2006 either as a loose-leaf binder or as a spiral bound handbook. Printing will be done during the Summer of 2006 so that the new Handbooks can be distributed to incoming faculty in the Fall of 2006. The Handbook will not be given to current faculty, but a number of copies will be distributed to each academic department for use by faculty. In addition, the full Faculty Handbook will be placed online in the Fall of 2006.

Recommendations:

The committee makes the following recommendations:

- Work with the webmaster to place the updated and revised Faculty Handbook online
- Develop ways to make the web version of the Faculty Handbook easily accessible and usable by faculty
- Make sure that the information and lists of all college publications (including magazines, brochures etc.), as collected by the committee in 2004-2005, is placed on the website and is information available to faculty.
- There should be closely coordinated action between the Publications Committee and the Website Committee and the Webmaster to ensure the above material is put online

Elections:

The Publications committee held an election on May 25, 2006 in A504. Eugene Harris was elected to be chair for the 2006-2007 academic year, and Patricia Spradley was elected Secretary for this same period.