

QUEENSBOROUGH COMMUNITY COLLEGE

Publications Committee (2015-2016)

Meeting date: December 2, 2015, 4:10 PM

Location: M209

Chair: Urszula Golebiewska

Members present: Raul Armendariz, Wendy Ford, Urszula Golebiewska, Danny Mangra, Mangala Tawde. Kathleen Alves reported updates to Urszula G., Stephen Di Dio called in.

Minutes: 1st draft submitted on: Dec. 2, 2015 by the secretary Raul Armendariz.
Minutes accepted on: Feb. 22, 2016 with minor edits contained herein.

Points Discussed:

1. Previous minutes from the Nov. 5, 2015 meeting were accepted by the committee with minor edits.
2. The next committee meeting will be in February 2016, Urszula will send out a Doodle Poll.

3. QCC web pages

The webpage grading rubric prepared by Jennifer with the edits from the Nov. 5, 2015 meeting was approved for use to grade departmental web pages in spring 2016.

4. Anti-Bullying Statement

The publications committee received an email request from the academic senate steering committee on behalf of the subcommittee on Bullying (which falls under the Committee on Environment, Quality of Life, and Disability Matters) to investigate whether or not the faculty senate approved statement on Bullying, *Bullying in the QCC community*, has been incorporated into the Faculty Handbook or College Catalog.

The committee did not find the anti-bullying statement to be in either the online faculty handbook or the 2015-2016 college catalog. Raul A. reported that Noel Sangeeta of Faculty and Staff Relations was consulted and will inquire as to whether or not there are plans to incorporate this statement into the handbook or catalog.

5. Handbooks

As to the charge to work with Liza Larios to revise handbooks and post them on the website:

- **Adjunct Faculty Handbook**

Both Adjunct Services and Noel Sangeeta of Faculty and Staff Relations were consulted as to the status of the Adjunct Faculty Handbook; they are planning to release the revised handbook within the next few weeks.

- **CLT Handbook**

Noel Sangeeta of Faculty and Staff Relations was consulted as to the location of the QCC CLT Handbook, she will be providing this handbook to the QCC Publications Committee.

6. Tasks for Committee Members:

- Danny will upload the November 2015 meeting minutes to the committee website.
- Urszula will draft a statement to be emailed to departmental chairs about the upcoming webpage contest and award. Urszula will ask Dave Moretti if a flash announcement can be setup on the QCC web page to announce the name of the winning academic department.
- In the spring semester members of this committee will use the rubric to grade departmental webpages; this task is to be completed by April.
- Raul will follow up with Noel Sangeeta to obtain copies of the CLT handbook and the revised Adjunct Faculty Handbook.