

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**Publications Committee (2005-2006)**

**Date:** October 24, 2005

**Time:** 5:00-6:00 PM

**Site:** M249

**Persons in Attendance:** Eugene Harris (Chair of committee), Laura Freedgood (Liason), Helene Dunkelblau.

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Members: Eugene Harris (chair), Lisa Mertz (secretary), Helene Dunkelblau, Laura Freedgood (liaison).

Points Discussed:

- . Eugene told committee members about his meeting Oct. 14 with Susan Curtis
- . Eugene reviewed for Helene last year's tasks completed by the Publications Committee
- . Members discussed what tasks committee should focus on for the current year
- . Eugene suggested an idea from his meeting with Susan Curtis: working on improving the existing QCC web site
- . We discussed, for example, reviewing accessibility of information
- . We also need to know how often the site is used by both students and faculty
- . We decided that we would write questionnaires to distribute to both faculty and to students
- . These would, of course, be separate questionnaires, with different questions that would generate their own set of responses
- . We felt we should focus on designing the student questionnaire first
- . We talked about what information would draw students to the site
- . We felt that students, for example, should be able to access course information on line
- . Eugene mentioned that students currently receive a CD of the QCC catalogue

Tasks for Committee Members:

- . For next meeting, each of us will generate questions that we think should be on the student questionnaire.
- . Our next meeting would be devoted to creating the student questionnaire

Next Meeting:

Tentatively scheduled for Tuesday, Nov. 8, after 2PM, depending on Lisa Mertz's Availability  
Eugene will email members to confirm date and time

Respectfully Submitted,

Laura Freedgood