Present: Kathleen Alves, Urszula Golebiewska, Jennifer Maloy, Danny Mangra, Mangala Tawde

1. Next meeting will begin at 4:10 pm if we keep the same time and day.
2. Review of new charge from the Academic Senate Steering Committee.
   a. Student representation: we are waiting on Student Government; Kat will contact them.
   b. We might need representation from CLTs, HEOs, and/or adjuncts if we are going to work on their respective handbooks.
   c. Urszula will try to contact Liza Larios to see how we can coordinate with her on overlapping projects.
   d. Webpage awards will help to ensure integrity of departmental web presence.
      i. Jennifer will design a rubric for these awards based on usefulness, attractiveness, and functionality.
      ii. We can work with marketing to design a certificate.
   e. Questions about our connection to Middle States Standards.
   f. Discussion of whether we can have course descriptions on department web pages.
   g. We need to update bylaws on our new charge.
   h. Questions about how we should proceed with handbooks; Urszula will talk to the Steering Committee about what the priority is.
      i. For the next meeting, members will look for adjunct, HEO, and CLT handbooks and come with ideas for beginning revisions.

3. Other plans for the semester:
   a. Invite Dave Morretti to a meeting to see how we can work with him.
   b. Look into QCC app and the possibility of a faculty app.

Minutes submitted by Jennifer Maloy.