Publications Committee Minutes  
Wednesday, September 27, 2017

Present: Stephen Di Dio, Frank Jacob, Mohammad Javdan, Jennifer Maloy, and Faustino Quintanilla

1. Faculty handbook  
   a. Frank says the New Faculty Institute is comprehensive, and we may not need a lot of additional information in the handbook. However, we should look over the handbook again this year.

2. Department websites  
   a. Frank says we need to share Department Website Award rubric with Department Chairs and Webmasters, so they know how we are going to evaluation websites.  
   b. Stephen says ADA compliance is important, and this should be part of the rubric.  
   c. Frank says we also more information about faculty on departmental websites.  

3. For the next meeting, members should review Faculty Handbook.

Minutes submitted by Jennifer Maloy