Present: Jean Amaral, Stephen Di Dio, Urszula Golebiewska, Danny Mangra

1. Approval of May 21, 2014 meeting minutes
   o The minutes were read, all present approved

2. Election of a new chair
   Jean Amaral is departing the committee and QCC we wish her best of luck in her new endeavors
   Urszula Golebiewska agreed to step in as a chair
   During the next meeting a new secretary will be elected
   The new chair is responsible for the minutes of the September 16th meeting

3. Review of committee charges
   o The record of the committees work is not up to date. The last chair’s report submitted to the
     steering committee is from 2011. The new chair will reach to the departed chair and ask for a
     report to be sent to the steering committee.
   o Due to the departure of Jean Amaral a new member will be assigned to the committee
     (post meeting update : Jennifer Maloy, was added by the steering committee to fill the empty
     slot)
   o The committees web page was update by Danny Mangra, he will continue to update it.
   o Stephen Di Dio spoke about the need to develop a program to train faculty and stuff on how to
     develop and update web pages. Training exercises are needed as many departmental webpages
     are out of date or require redesigning. The departmental web pages should be consistent with the
     college general design; the content is up to the specific department. Stephen thinks that the
     committee should be involved in it.
   o The meeting times are very hard to set. The meeting will be run on an oscillating basis to allow
     all members to participate. The two possible times are Wednesday during club hours and
     Tuesdays at 11AM.

Respectfully submitted by Urszula Golebiewska