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.

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 online
. 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

Respectfully Submitted,
Laura Freedgood