

QCC PUBLICATIONS COMMITTEE

An Academic Senate Standing Committee

**Minutes**

Meeting of Feb 16, 2011 at Oakland Building at 11:30

Attending: Jose Luis Madrigal, Mark Van Ells.

Absentees: Bahar Baheri

**Report**

Dr. Madrigal and Dr. Van Ells reviewed Dr. Pecorino's outline draft for the new Faculty Handbook.

**Discussion of the meeting**

Dr. Madrigal and Dr. Van Ells both agreed that Dr. Pecorino's outline ("proposed consolidated table of contents") was a good start. They also listed a number of recommendations to be approved in next meeting with Vice president Zins. See the list below:

- 1) Handbook is to be Online
- 2) Links and not the documents are inserted for all documents that exist on CUNY website or QCC Website.
- 3) Very brief introductions or transitional passages may be written to explain the documents reached via links
- 4) The pages are to be html or asp and allow immediate searches and copy and pasting and jumping to the item via links from table of contents to pages and to items.

Dr. Van Ells and Dr. Madrigal concluded that the main goal for this semester should be establishing 1) a time table for the new draft, and 2) gather documentation and new material in regard to Tenure and Promotion and Classroom Management.

1. The meeting was adjourned at 12:15 PM.

Respectfully submitted,

José Luis Madrigal

Chair of the Publications Committee