

QUEENSBOROUGH COMMUNITY COLLEGE

Publications Committee (2004-2005)

Date: September 29, 2004

Time: 10:30 AM

Site: M325

Members: Marge Reilly, Eugene Harris, Laura Freedgood, Peijun (Jeffrey) Jia

Points Discussed:

- Introduction by Margaret: Overview of the charges of committee for 2004-2005 academic year (as listed by Steering Committee 2004-2005)
- We talked about the need for us to help define the general charges of the Publications Committee; this will be ongoing
- Began discussion of what our committee's role will be in overseeing accuracy of website documents (we will ask preliminary questions on this topic – see below)

There are three tasks that we decided the committee would undertake between the present meeting and our next meeting

1. Margaret Reilly to contact Susan Curtis in Publishing department to ask:
 - if the publications on our committee's publication list is up to date (any pubs dropped or added?)
 - to verify the contact people for these publications?
 - how frequently published?
 - is it published as hardcopy, or online or both?
 - is there a mechanism for checking if online publications are accurate?
2. Laura Freedgood to contact Liza Larios about Handbooks and ask:
 - are they published online, in print, or both?
 - last time they were updated?
 - is there a system to check on the accuracy of the Handbooks?
3. Eugene Harris, as secretary of committee, will write up minutes of our meetings:
 - ask Ken Pearle, Secretary of Steering Committee, why the minutes for the Publication Committee (2003-2004 Academic Year) are not posted on web

NEXT MEETING: November 3, 2004 11:00AM M325

Respectfully Submitted,
Eugene E. Harris