

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**Publications Committee (2005-2006)**

**Date:** October 14, 2005

**Time** 2:00-3:00 PM

**Site:** Marketing Office Administration Building

**Persons in Attendance:** Eugene Harris (Chair of committee), Susan Curtis.

---

Points Discussed:

We discussed the work of the Publications Committee during the previous year. This was a collection of information about college publications (e.g. if they are still being published, if so, how often, how distributed, are they online?) gathered from questionnaires sent out to relevant contacts at the college. The information was given to the Marketing Department. The idea is to have all college publications available online at a master list. The publications committee should continue to follow up to see how this project is proceeding.

We discussed the charge of the publications committee for the 2005-2006 year. We had been considering working to find ways of improving the QCC website.

Some suggestions for work on Website:

Do survey of students as to how they use the QCC website. This would include asking questions about whether they find it useful, if it is easy to find the information they need, if the academic calendar is useful to them. Do they find it gives accurate information, or have they found inaccuracies? Do they use Tigermail, if not why? Do they use the CD catalog, did they even receive a CD catalog? Etc.

Survey of faculty concerning what they think about the website. Do they have ideas concerning ways to improve it? Do they find it useful, what do they use it for?

We also discussed the possibility to improve the descriptions department give about their faculty? Photos, summary of individuals faculty's interests. Website could also highlight student successes in that department. Prizes, awards, research, presentations etc.

Respectfully Submitted,  
Eugene Harris