

Publications Committee
Tuesday, November 18, 2014
2PM

Present: Kathleen Alves, Moohanie Balkaran, Stephen Di Dio, Urszula Golebiewska, Danny Mangra, Jennifer Maloy, Philip Pecorino, Raul Luis Armendariz, Mona Balcaran, Stereo Nica

1. Discussion of Bylaws
 - a. See changes on sheet.
 - b. Motion to approve with changes; approved unanimously.
 - c. The bylaw changes will go into effect immediately—student representatives will change.
1. Approval of October 21, 2014 Meeting Minutes
 - o The minutes were read, all present at the October meeting approved.
2. Website
 - a. Each member reported on their assigned sections of the QCC website.
 - b. Student Affairs: There are problems with link to open house, student id policies, emerging leaders. Members discussed whether we can make the student handbook/catalogue look more like the faculty handbook—we need more info on this. There are missing names for presidents of student clubs (Members may refer to Deborah in Student Activities—she’s working on it). There was some old information from 2013.
 - c. Cultural Organizations: Dean Coradetti says there is an annual report with lists of faculty publications (Performance Management Program); CETL site may have some links to publications says Urszula.
 - d. Administration: There is revamped winter session information and course descriptions. We need to restructure governance page.
 - e. Faculty and Staff: Inconsistency with links were identified—pdf vs. form vs. new page (see handout). We need to work on the QCC policies page—Phil says we should have links to university policies and stabilize college policies and have links to faculty handbooks. Phil asks where should they be located—we will find logical categorization.
 - f. Raul would like to do a study/survey of webpage; also use analytics to find most searched—David Moretti will talk about tracking and what students tend to look for.
 - g. Department Websites: Arts and Design and Nursing are good models; Academic Literacy—links and lists don’t match—no update on faculty; Biology—problem with advising. Urszula says we need to suggest a template for departments.
 - i. Phil says we would need to change this through Academic Senate.
 - ii. Stephen says we need two templates—important for branding.
 - iii. Phil says we need a disclaimer for link to personal faculty webpages. We need to make it easier for students to find professor—most departments link by rank.
 - h. Student Life and Admissions: eLearning is missing, some counselors need to be updated; links to ePortfolio missing.

- i. Academies: We should have a list of advisers—link to emails and/or phone numbers.
3. Plans for Next Meeting
 - a. Raul will investigate list of publications and talk to JaneE Hindman in CETL;
 - b. We need to move forward with departmental webpages and lists of publications.
 - c. Members should contact coordinators of department webpages—reach out and see what they need.
 - d. Stephen will work with Dave to come up with some templates for department websites.
 - e. The next meeting will be coordinated via email.

Respectfully submitted by: Jennifer Maloy – secretary