

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

**Date:** December 6, 2005

**Time:** 3:00-4:00 PM

**Site:** Room M249

**Persons in Attendance:** Helene Dunkelblau; Laura Freedgood (Liaison); Eugene Harris (Chair); Lisa Mertz (Secretary)

The committee reviewed a letter from the Steering Committee (Phili Pecorino, Emily Tai, Jeffery Hest) requesting the Publications Committee to act in its assigned role as Editorial Board for the Faculty Handbook, which is in need of revision. According to the letter, areas for revision include bylaws and programs for faculty. The Handbook was last updated in 2002.

The committee considered ways to approach revising the Handbook, including asking each department and staff office to revise its own section. Dr. Harris had scheduled a meeting with Susan Curtis for Friday, December 9<sup>th</sup>, to discuss this project. Based on the outcome of this meeting, the Publications Committee will meet again to define the tasks and decide when to send out pieces for revisions and where to send them.

The Committee noticed that Basic Educational Skills and the Massage Therapy Clinic are not included in the appropriate areas of the Handbook. The Committee agreed that it would be helpful to include an index, and to mount the Handbook on the website in a format that links the Table of Contents to individual content items.

The Committee concluded that the publications list project will be set aside to focus on delegating revisions for the Handbook, and the Committee agreed that more information is needed regarding which sections need to be revised and who is best qualified to make the revisions.

The next meetings are scheduled for December 19, 2005, at 3:00PM, and February 14<sup>th</sup>, 2006, at 4PM in room M249.

Respectfully submitted,  
Lisa Mertz