The meeting began at 1:15 p.m. in the Student Union Lower Level. In attendance were: faculty members Beth Counihan, Howard Sporn, Heather Dougherty, and Danny Mangra; Student Activities Director Gisela Rivera; Student Government Officer Avalon Grimes.

The committee discussed:

**Old Business:**
1) January graduation ceremony
   a. Student survey submitted
   b. Financially and logistically impossible
2) Ongoing Computer Access and Student Communication Improvement Efforts
   a. Student usage of email account at QCC infrequent – students prefer personal email
   b. Suggestion to enhance communication between the college and student, increase availability of computers for student use on campus, upgrade student friendly access to QCC website.
   c. Discussion of how to best publicize student events since printed announcements are less accessible and student email is not user-friendly. Suggestions made of how to reach students where they are: students’ personal email addresses, classroom announcements by professors, weekly/monthly newsletter possibilities

**New Business:**
1) **Recommending a standard procedure for publicizing student competitions achievements within all academic and athletic departments**
   a. Suggesting the formation of a faculty committee to oversee communication within QCC community regarding awareness of student accomplishments.
   b. Suggesting the use of the QCC Website, the campus newsletter, and/or enhanced media relations to bring increased recognition to the college at large
2) **Recommending the gathering, reviewing, and updating of all departmental and administrative welcome activities and materials offered to new students**
   a. Evening students discussed as a population of students whose needs may not be met in this realm
   b. Suggestion made to gather (via email) a list of activities/orientations extended by each department, the Admissions Office, the College Discovery program, CSTEP, the Office of Student Activities, Academic Advisement, the Counseling Center, ISSC, etc.
   c. Suggestion made to interview students regarding what kind of “welcome” they received
3) **Addressing the topic of classes being offered during Club Hours**
   a. Question initiated by email from faculty member Kathleen Villani
   b. Committee reviews negative feedback: less fostering of sense of community, connection and self-expression, less student officers available for clubs, less club participation, reports of noise disturbance to classes in session during club hours
4) **Reviewing the distribution of Academic Integrity information**  
   a. Discussion of how information is disseminated to students: in class, pamphlet, syllabus, ST 100 course  

**Actions taken:** 1) Annual Report for Academic Year 2003-2004 approved  

**Actions recommended:**  
1) Contact Susan Curtis, Director of Marketing, to discuss publicity options for student competitions and awards recognition  
   a. Suggestion made to invite Susan to speak at next Student Activities meeting  

2) Contact Dean Jean-Pierre for collection of all printed materials, such as brochures and pamphlets, that new students receive via mailings to their home  
   a. Suggestion made to review and update student publications  

3) Contact Academic Senator Philip Pecorino to inquire about faculty requirements for informing students about Academic Integrity  
   a. Suggestion made for Academic Senate to vote on a mandatory inclusion of Academic Integrity in syllabus  

The committee will meet Friday, November 5, 2004 at 1:00 p.m. in the Student Union Lower Level.  

The meeting closed at 1:55 p.m.  

Respectfully submitted,  

Heather Dougherty  
Secretary of Student Activities Committee