

**QUEENSBOROUGH COMMUNITY COLLEGE
ACADEMIC SENATE
PUBLICATIONS COMMITTEE**

TO: Academic Senate Steering Committee

FROM: Eugene E. Harris, Chairperson, Committee on Publications 2008-2009

SUBJECT: Publications Committee Annual Report

DATE: 06/08/09

	Committee on Publications 2006-2007
Members	Eugene Harris (Chairperson) Jose Madrigal Jonathan Cornick Gregg Atkins
Student Representative	Tayyaba Nasar
Administrative Liaison	Ruth Griggs-Fontana
Charges	<ul style="list-style-type: none"> a. Recommend to the Academic Senate policies and procedures pertaining to college publications. b. Receive information on all publication associated with the College or bearing the College name, and report this information to the Academic Senate. c. Serve as an advisory group for publications associated with the College d. Serve as an editorial board for the Queensborough Community College Newsletter, Community Calendar, faculty handbooks, and other publications of this nature.
<p>Annual Report:</p> <p>This academic year we focused mainly on developing ideas of improving the college's website. However, we also decided on having the newly revised and updated Faculty Handbook developed into a PDF file that was broken into subsections with tabs according to its table of contents. Our Committee also worked with the Marketing Department to have the PDF uploaded onto the Faculty and Staff page of the website for access by all faculty members. The Faculty Handbook, which became available in Fall 2008, is in constant need of attention. Detailed below (in the recommendations section) are a few ideas about how the Committee on Publication might continue to work on the Faculty Handbook.</p> <p>After discussing various ideas, the committee (2008-2009) concentrated our focus on developing ways to improve faculty information on our website, particularly on departmental websites. In our perusal of University and College websites we found that almost all of these institutions present short descriptive synopses of their faculty. Our committee agreed that currently faculty information on QCC department webpages is quite</p>	

heterogeneously presented among departments (i.e. some departments have relatively informative synopses of their faculty, an example being the English Department; however, other departments have almost zero information, an example being the Department of Biological Sciences and Geology). Our belief is that students wish to have more information on their professors and the Office of Academic Affairs has found this to be true in their discussions with students. In addition, faculty profiles would be very useful for prospective new students as well as new faculty.

Our Committee realized that in order to accomplish this initiative we would need administrative support. In relation to this, Ruth Griggs Fontana of Marketing and the administrative Liaison to our committee played a major role by helping us to organize meetings with the Website Committee, and several *ad hoc* committees comprised of David Moretti, Arthur Corradetti, Liza Larios and Sangeeta Noel. At these meetings we developed a plan of basic faculty information that we would like to see on the departmental webpages. This information includes:

- Name
- Title
- Campus Address
- Phone
- Email Address
- Photo (optional) perhaps use photo from ID card
- Educational Credentials (Degrees)
- Professional Licenses
- Courses Taught
- Office Hours
- Areas of Interest and or Research
- Representative Publications
- Teaching Philosophy
- Presentations

The information would be either auto-populated via a web-based system that transfers faculty information from the CUNY First database (e.g. degrees, licenses, certificates) or would be entered by faculty into preset fields (Office hours, Room Number, Telephone number, teaching philosophy etc). The actual demarcation between the information to be auto-populated and the information to be faculty-entered is not decided as yet.

A limiting factor in getting this project underway is that it relies on the CUNY First database, a database that holds much of the faculty information that would be included on the departmental pages according to the committee's vision. The CUNY First database is expected to become operational on June 19th 2009. With this in mind, it was agreed among participants involved that an organizational and strategizing meeting will be held early in the Fall 2009 semester to move this initiative forward. In order to share information from CUNY First for use on Departmental websites there needs to be active collaboration between the Academic Computing people who are designing the web-based system to build faculty profiles and administrative offices, specifically Faculty and Staff and Academic Affairs, that will have the best knowledge of the information contained within CUNY First.

Recommendations:

As current chair, my recommendation for the Committee on Publications for the 2009-2010 academic year is that the committee continue to organize meetings to make sure that the initiative to provide brief synopses of faculty on Department web pages is carried through to fruition. In my opinion, as chair of this committee for the past several years, major projects need to be the primary focus. This is how the Committee recently worked to bring an updated and revised the Faculty Handbook to publication. Furthermore, it is of primary importance that administration continues to lend their support in a very real way to the current initiative by dedicating staff to see the project through. With this in mind, my specific recommendations follow:

- **Early meeting in Fall 2009:** The chairman of the Committee on Publications should call a meeting very early in the Fall of 2009 to reinforce the aims and importance of the initiative to provide brief faculty synopses on the departmental websites.
- **Importance of Collaborators:** All major collaborators should be invited (i.e. all Publications Committee members, Faculty and Staff (Sangeeta Noel, Liza Larios), Academic Affairs (Arthur Corradetti, Karen Steele) as well as principal Academic Computing staff (Dave Moretti).
- **Need for formal directive:** It would be important for the Committee on Publications to ask that a formal directive from administration to Academic Computing be made requesting that staff are assigned to this project as a principal project.
- **Time-table for project:** A time-table should be set for a pilot version of a web-based system whereby all basic faculty information is transferred from CUNY First into Faculty Synopses on all Academic Departments. (Perhaps a single department could be handled as a test case.)
- **Participation of departmental chairs:** Departmental Chairs should be asked by the Committee on Publications (by letter or phone call) to **require** their faculty to fill in information for those fields that are modifiable (i.e. Office hours, Room Number, Research Interests, Relevant Publications etc.).
- Since information on Office Hours changes from semester to semester, it may be ideal for the Administrative Assistants in each Departmental Office to enter faculty Office Hours each semester when they collect this information each semester (otherwise this information would soon become erroneous).

Other recommendations concerning Faculty Handbook

- The Committee on Publications should consider providing information in the Faculty Handbook describing the **procedure faculty should follow to become members of Committees of the College**, as well as members of the senate or Faculty Executive Committee. Committee work is a necessary component to attain tenure and promotion and not all faculty know the procedures for becoming active in these committees.
- The Committee on Publication might also include a description of the **College's policy on Academic Integrity** and how professors should address and confront these issues in the classroom, in their department, and with administration (if violations reach serious levels).

- The Committee on Publications more generally might provide descriptions in the Faculty Handbook that further **describe the necessary components to attaining tenure and promotion**. So sections on How and where to publish? How to get onto College Committees? What are the roles of faculty members on committees? How can a faculty member continuously maintain teaching standards so that standards do not erode over time?

Elections

The Committee elected Jose Madrigal, the only continuing member, as Chair of the Committee on Publications for the 2009-2010 academic year.