

William Paterson University
Research and Scholarship Council
Meeting Minutes
Approved 1/31/2011

Date: December 6, 2010

Location: Cheng Library, Reference Conference Room

Present:

Jane Bambrick (Library)

Lourdes Bastas (Co-Administrative Liaison)

Steve Betts (COB)

Kevin Martus (S&H) – Co-Chair

Sue Sgro (Professional Staff)

Kelli Smith (A&C)

Absent:

Sheetal Ranjan (HSS)

Sandra Alon (COE)

1. The meeting was called to order by Martus (co-chair) at 2:10 PM. The agenda was verbally given by Martus: "approval of 10/18/10 minutes and R&S Day timeline". Minutes from the last meeting were distributed. Motion to approve was made by Bambrick and seconded by Betts.
2. Martus asked Bastas to talk with Williams about sending out an announcement by 12/17/10 that R&S Day will be held on 4/7/10 with a window for abstract submittal. Martus also suggested that in addition to sending this to the Announcement e-mail/webpage, it should also be forwarded to the Deans to distribute to their Chairs & faculty members.
3. All members agreed that the abstract submission window should be set from Feb. 4 – 18, 2011. This allows an extension to be given (if necessary) until either 2/25/11 or 3/4/11. Martus noted that this will also allow a month to compose the book of abstracts, offerings and times.
4. Martus will contact various colleges to try and arrange special sessions for R&S Day:
 - Science & Health – Center for Research may provide presentations
 - Arts & Comm – special panel on "Research & Scholarship in Africa"
 - Education – ask if they are willing to participate
 - HSS – ask if they are willing to participateMartus will also e-mail Nina Jemmott regarding ART recipients
5. Martus will try to meet with Williams to update the form and announcement for abstract submission.
6. Martus will contact Alon regarding finding out the amount of research that is done in COE. Betts will find out which faculty members used the \$1500 travel money in COB.
7. Smith reported that the only workshop given for incorporating more research into teaching is done by CTE. Smith will get the flyer.
8. Betts reported that the COB is currently entering all research into a database that will help with the accreditation process. Betts will try and find out more information.
9. Next meeting is set for the week of January 24, 2011. Martus will send out a Doodle poll to set day and time.
10. Meeting was adjourned at 2:55 PM.

Respectfully submitted,

Sue Sgro