

**William Paterson University
Research and Scholarship Council
Meeting Minutes
Thursday, November 6, 2014
Raubinger Hall, Room 309 Conference Room**

In attendance: David Gilley and Jorge Arevalo (Co-Chairs)
Sue Sgro, Annette Baron, Lisa Warner, Maureen Peters, Pam Theus, Martin Williams

Not present, excused: Lucia McMahan

Meeting called to order: 12:38pm

Approve of previous minutes - Approved unanimously with the following amendments:

- Qualtrics incorrectly spelled twice - "Qualtrix" and "Qualtriz"
- Martin moved to approve the minutes, Jorge seconded, Unanimously approved

SURVEY UPDATE

Qualtrics license active at WPU until February 2015. This takes the pressure off.
However, it was noted that we cannot continue to analyze the data after the license expires.

The survey link was disseminated to the group.

Sue noted that part I took her 10 minutes and that some of the questions did not apply.

Sue liked the survey, thought it was clear.

Suggested a % bar to know how close the respondent is to the end.

Jorge mentioned he does not want any issues or embarrassment with this survey as he and others have worked hard to get it right. He noted that the survey seems to live in cookies, so a respondent would have to clear cookies to enter the survey more than once.

We tried many ways to fake out the survey. Nobody came up with anything obviously wrong.

There was discussion about the "no" option. Some council members felt the survey needed to give respondents an opportunity to say "no" since this is a voluntary survey. This would satisfy the IRB requirement. "I chose not to answer this question" would highlight anonymous and voluntary nature of the survey.

We felt that scales were clear and matched the questions.

David commented that the scales in this roll out are a little different from the originally approved scales. He noted that some questions have a 5 point and some a 7 point scale. There has been debate across disciplines over the years about scale numbers; even or odd. He noted that the survey originally had a 4 point (even number) scale. Jorge noted that he and David worked with Jason where it was determined that a 7 point (odd number) gives a better spread. A 5 spread starts to assume results. The 7 vs 5 does not change the resolution of averages. It was noted that it is more important that the categories have meaning. If we argue for 5 at this point, it would

only serve to make the survey shorter and it would raise new issues. David feels that a "neutral" choice confuses the continuous nature of the scale. Lisa felt that we should consider an option for respondents to opt out.

Jorge said that later on, after we implement strategic planning, we will have a better idea of averages. David disagreed. Lisa suggested a 7 scale without neutral - somewhat. Jorge said we can change everything to a 5 scale. David said it wouldn't change the interpretation, just the ease of taking the survey.

Martin suggested a mix.

David wants to return to a 4 point scale. Discussion ensued about best practices with arguments presented on both sides for even and odd scales.

We decided that the survey does have a mix of scale; some are 5 and some are 7
Maybe neutral doesn't work.

We decide to table the discussion; think about it and continue the discussion by email. David will ask Jason for his input.

Promoting the survey

College reps will coordinate with respective Dean's office to promote the survey. We would ask that the five college Deans announce and promote the survey at their December meetings, which will be after the link goes out (so people would have seen it) and then they will hear about it.

Issue regarding survey deployment via email

Qualtics has the potential to go to junk mail. Jason suggested we talk to IT to make sure the survey doesn't go to junk; in fact, have IT send out the survey. We need to make sure that the sent by line is from the Faculty Senate.

Deployment Schedule

We decided to send the survey link out once a week as follows:

Monday, 11/24/14 - Notification that the survey is coming - to faculty and deans to forward to their faculty

Monday, 12/1/14 - First link deployment - to faculty and deans so they can forward to their faculty(*)

Monday, 12/8/14 - Second deployment

Monday, 12/15/14 - Third deployment

Monday, 12/22/14 - Fourth deployment

Monday, 12/29/14 - Fifth (final) deployment

Friday, 1/9/15 - Survey closes to respondents

(*)Deans are not supposed to take the survey. David feels we need to clarify that the 5 Deans are not eligible to participate in the survey. Martin pointed out that there may be full time

administrators who are classified as full-time faculty who are not eligible. What do we do about that? Are these two categories even statistically significant?

Qualtrics Licence

Jorge would like to extend the Qualtrics license for another year. There was a time when each college had 10 licenses, but now Jason has the only remaining license. Jorge wants to extend the license and is considering presenting this idea to the Senate per college. Perhaps having unlimited surveys per account. He will discuss this with Jason.

OPEN ACCESS

Recommendations to be presented to Senate on 12/9. David will distribute a draft of recommendations on or before the next R&S Council meeting on 11/25.

RESEARCH AND SCHOLARSHIP DAY

Provost Warren Sandmann wants Research and Scholarship (R&S) day to focus on student research.

Martin, Jorge, David and Susan Dinan (Director Honors College) will be meeting, possibly with Provost Sandmann to talk about re-inventing R&S Day.

Conversation centered around the concept of having a multi event, multi perspective, multi day approach designed to touch all parts of the university to ultimately have more involvement and more engagement.

We feel that the to achieve this is to have different groups sponsoring pieces of the event. Should we consider an R&S week or month with a variety of styles and formats presented? Whatever we decide, we agree that restructuring should raise the quality and attendance.

See document below from Martin.

Jorge said if we only have the event on Thursday, 4/2/15, we are missing out on including "Wednesday" people; having a two day event would bring in more classes. We need to stress to professors that they are highly encouraged to submit student work and bring the class on presentation day.

We discussed offering PE credits....4 sessions on each day; 8 credits over two days. Expanding the event from 1 to 2 days is an huge shift. We noted that this expansion should add programming and Honor Students, among other things.

Martin noted that poster sessions are maxed out. We would need more poster boards and open more space, or more time that day or another day to expand poster sessions.

We confirmed that the original idea for R&S day was for faculty to present research. Over time this was extended it to students to expand their educational experience.

Our initial thoughts are to focus on sponsored sessions; create a college based structure. We noted that Provost Sandmann wants student involvement. We also want faculty involvement because the faculty supports the students and are role models.

David says the even should be discipline specific to target interest and increase participation.

We agree that our council is interested in gathering ideas and ultimately rolling out an expanded R&S day/event format. We welcome help from Provost Sandmann and Susan Dinan and others.

We agree that the structure for 2015 must be decided upon soon. Maybe the best thing to do is test the waters by having something on an additional day. We briefly discussed the current schedule and where additional programming would fit...no conclusions.

We plan to have Provost Sandmann and Susan Dinan look at and comment on our ideas.

Martin said that we should be sending a Save-the-Date soon and have a Call-for-Abstracts out in January. We also need to set the date at Thursday, 4/2 and add any additional programs on an adjacent day if everyone agrees and space is available.

Pam said that 4 presentations in a session too much. She would recommend 3 presentations in a session so we can spread out the day and have more questions and answers. This would make the whole experience more meaningful.

We briefly talked about the art for the program cover. We may want to go in a different direction this year to try something new in that regard. We tabled the discussion for next time.

The meeting was adjourned at 1:50pm.

See document below regarding Restructuring R&S Day 2015

Appendix to the Minutes

Restructuring Research and Scholarship Day 2015 (April 2)

MBW, 4/21/2014

Based on the comparative success of the College of Science & Health sponsored sessions as compared to the sessions "simply" featuring faculty and students from identified colleges, along with the attendance success in those spaces where students were strongly encouraged to attend by their professors, I propose restructuring University Research & Scholarship Day as follows:

- I. Every session with individual and small group presentations will be specifically sponsored by a College or Committee/Program, and related sessions will be presented in the same room throughout the day. For example, these seven spaces would be assigned/used for morning, Common Hour and afternoon individual and group presentations:
 - a. Ballroom A College of Arts and Communication

- b. Ballroom B College of Education
 - c. Ballroom C College of Humanities and Social Sciences
 - d. UC 168 A/B College of Science and Health
 - e. UC 171 A/B Committee sponsored: i.e.: Cross Cultural Arts Festival
 - f. SC 216 Cotsakos College of Business
 - g. Atrium 125 College of Humanities and Social Sciences
- II. Participants will be accepted for inclusion in the day by both the Research & Scholarship Council and the sponsoring college/program based on (a) quality of the presentation topic and (b) commitment to encourage students and faculty to attend. We should also firmly limit number of all presenters during a session to 4 and allow for one student presentation/session to be included.
- III. Split submission of abstracts for posters and oral presentations. Move abstract submission for oral presentations to fall semester and acceptance to just after January break so that promotion can begin and include information on presentations. Keep abstracts for posters in January/February and integrate names/topics into promotion as they are submitted and accepted.

Individual and Small Group Oral Presentations

- IV. Sessions sponsored by a College
- a. Prospective faculty presenters submit abstracts in October/November that include current information and two additional questions: What will you do to involve your classes and encourage your students to attend? What will you do to encourage your colleagues in your department and College to attend?
 - b. Prospective Doctoral, Master's and Undergraduate Students submit abstracts in October/November that that includes the current information and two additional questions. For the presenter(s): What will you do to encourage your peers to attend? For the faculty sponsor: What will you do to encourage your colleagues and other students in your department and College to attend?
 - c. Selections for College-sponsored sessions
 - i. Abstracts are reviewed by the Research and Scholarship Council based on a rubric that looks at the topic, the number of participants, the type of presentation, type and importance of support received for the activity, and the plan for encouraging attendance. Selection plan:
 - 1. Faculty: Up to 12 faculty presenters are selected, 3 per session
 - 2. Students: Up to 3 student presenters are selected, 1 per session
 - ii. Selections are forwarded to the Colleges for confirmation or modification and for grouping of the sessions.
 - iii. The Research and Scholarship Council will group sessions as needed.
 - d. If presentations are pre-selected by a College, they will be reviewed by they will be reviewed by the Research and Scholarship Council. Additional information may be requested, especially if submission is received in the format used for other presentations.

- e. Flexibility will be provided when a College recruits an outside speaker for a “special” session or when a presentation will be a longer, such as for the full screening of a film.
- V. Sessions sponsored by a Committee
- a. Selection for Committee-sponsored sessions
 - i. If abstracts are submitted individually, they will be received in October/ November and reviewed by the Research and Scholarship Council based on a rubric that looks at the topic, number of participants, type of presentation, type and importance of support received for the activity, and the plan for encouraging attendance.
 - ii. If presentations are pre-selected and submitted by the Committee, they will be reviewed by the Research and Scholarship Council. Additional information may be requested, especially if submission is received in the format used for other presentations.
 - iii. Sessions may include up to 4 presenters.
 - iv. The Research and Scholarship Council will group sessions as needed.
- VI. The Research and Scholarship Council will have from November 14 to December 14 to select presenters. Selections will be sent to Deans/Committees by December 20 with request to provide confirmation of selections by January 9.
- VII. Faculty and students who are selected to present will be notified by January 15.
- VIII. Individuals who are not selected will be encouraged to present a poster.

All Poster Presentations

1. The Poster Session will be arranged and managed as in previous years.
2. Abstracts are submitted by faculty and students in January and February that include the currently requested information.
3. Confirmation will be returned immediately.
4. Poster Presentation space will be the long hallway from Speert Hall to the Student Center elevator/balcony area
5. Easels for posters will be pre-determined to group colleges, departments and/or programs together.

Printed Program

1. Schedule section will include more information for each individual or group presentation, possibly including photograph(s) of the presenter(s). The abstracts will be similar to past years.
2. Preliminary Program will be available January 15
3. Final Program will be available online by March 13

Promotion and Calls for Abstracts

1. Promotion will begin the first week of October with announcement of the new format and selection process. Flyers will be distributed to faculty for their own use as well as for sharing with their students.
2. Call for Abstracts for Individual and Group Presentations will be released on October 20 with a submission date set for November 14. A possible extension date will be November 21.
3. Confirmations sent to presenters by January 15, including the preliminary schedule of all presentations and a copy of the R&S Day poster.
4. OSP/R&S Day webpage updated and R&S Day Posters posted around campus by January 15.
5. Announcement of the names of faculty and students selected for individual and group presentations will be by January 22.
6. Announcement of the Call for Poster Presentations will be released on January 27 with a submission date set for February 27.
7. Full program released by March 13.
8. Campus announcements as frequently as allowed from March 13 to April 1. Frequent College- and Department announcements by members of the Research and Scholarship Council and the selected presenters.