

**William Paterson University
Research and Scholarship Council
Meeting Minutes**

Date: 1/28/2014

Location: Raubinger Hall, Room 309 Conference Room

Present

David Gilley (COS&H, chair)

Sheetal Ranjan (COHHS)

Lourdes Bastas (Co-Administrative Liaison)

Martin Williams (Co-Administrative Liaison)

Pam Theus (Library)

Lynne Rogers (COA&C)

Jorge Arevelo (COB)

Susan Sgro (COS&H)

Excused

Sandra Alon (COE) – other business

1. The meeting started at 12:38 pm. Martin moved to approve minutes of previous meeting. Lynne seconded and the minutes were approved unanimously.
2. Deadlines for the R&S Day were discussed. 2/21/2014 is the abstract submission deadline. May be extended till 2/28/2013 if necessary. University Author Showcase and Reception 2014: call for published materials deadline is 3/3/2014.
3. Schedule of meetings for the Spring-2014 semester were discussed. The following are the upcoming meeting dates:
 - 12:30pm, Tuesday, February 25th 2014
 - 12:30pm, Tuesday, March 11th 2014
 - 12:30pm, Tuesday, April 1st 2014
 - 12:30pm, Tuesday, April 22nd 2014
 - 12:30pm, Tuesday, May 6th 2014 (this date is tentative and a doodle poll will be sent)
4. March 25th 2014 is the Senate Meeting at which we propose to present the survey we are working on.
5. David asked the council review its charges. The council felt that we are a doing a great job and making good progress on all the charges.
6. New IRB Policy: Sheetal Ranjan will present the new IRB policy to the Senate for approval on February 11th 2014. David will check with the Senate and confirm if we are on the agenda for February 11th. In the meanwhile, the University Attorney, Glenn Jones will review/approve the policy from his end.
7. R&S Day College Sessions:
 - a. David (COS&H) is trying for a full day of activities and is in the process of working with the Center for Research. Martin wanted to know if science folks who are not part of Center for Research should be accommodated in separate sessions. It was decided to discuss this at a later time once plans are firm.

- b. Jorge (COB) wanted to organize PE credits for student attendance and will work on it. COB wants to encourage faculty to present during their class time to encourage student attendance.
 - c. Sheetal (COHSS) mentioned that the Dean has planned to organize its college session in the Atrium auditorium.
 - d. Lynne (COA&C) will revert after speaking to Dean. She will also check whether the Cross-Cultural Art Festival will be held in tandem by speaking to Imafidoan Olaye.
 - e. Sandy (COE) who is absent today will need to follow up with her Dean and revert to the council at next meeting.
8. Survey: Jorge said he received feedback from some of us about the survey and has started putting it together. He presented comments from everyone as well as a sample survey from University of Maine. The goal of the survey needs to be clear, are we surveying “current faculty needs” or are we asking them information about their “2012 needs”. He felt that HERI does not seem to be asking the relevant questions. David said it is important to align the survey to the strategic plan. The faculty needs differ by college. Lynne said that the strategic plan does not encompass faculty members’ ‘real’ needs. It was discussed that the survey will have two parts: University wide and College wide. Each college representative should design respective college section of survey. Pam reviewed HERI survey form the point of view of “current state of research”. David mentioned that “current state” and “how it can be improved” are both important. Pam added some information form the library’s perspective. Martin mentioned that the general questions for each college should be similar and incorporated in the university section. He mentioned that the college section should not have more than 2 to 4 questions. Also we should provide assurances to the faculty that we will only publish grouped data so individuals cannot be identified.

Meeting adjourned at 1:45 pm.

Respectfully submitted,
Sheetal Ranjan