

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

Date: 9/23/2014

Location: Raubinger Hall, Room 309 Conference Room

Present

David Gilley (COS&H, co-chair)

Jorge Arevalo (COB, co-chair)

Martin Williams (Co-Administrative Liaison)

Pam Theus (Library)

Lisa Warner (COE)

Annette Baron (Adjunct Faculty – COB)

Lucia McMahon (COHSS)

Susan Sgro (Staff)

Not Present

Lourdes Bastas (Co-Administrative Liaison)

_____(COA&C)

Minutes

1. The meeting started at 12:35 pm.
 2. In regards to membership updates: Our group welcomed three new members to the R&S Council Committee, Lisa Warner, Annette Baron and Lucia McMahon.
 3. David then went on to suggest/request volunteers to become Chairs as well as a secretary to take notes. It was suggested that we follow an alphabetical approach as far as taking notes for the minutes – the group agreed. It was then decided that Jorge Arevalo would begin this new tradition.
 - a. It was then decided that David and Jorge would continue co-chairing the Fall 2014 term, and given David's upcoming sabbatical, Pam Theus volunteered to co-chair along with Jorge in the upcoming Spring 2015.
 4. We then moved on to schedule meetings for the Fall 2014 semester. The following are the upcoming meeting dates:
 - 12:30pm, Thursday October 16th 2014
 - 12:30pm, Thursday November 6th, 2014 – later decided via email **
 - 12:30pm, Thursday November 25th 2014
 - 12:30pm, Tuesday, December 9th, 2014
 - 12:30pm, Tuesday, January 20th, 2015
- ** See additional notes and communication from David to the group 9/24/2014
5. The group then proceeded and began reviewing Senate Charges for our committee, for 2014-2015 (from Susan Dinan – as per handout), the idea was to prioritize, delegate, and establish a tentative timeline to begin working on the charges. Questions were raised as to what R&S Day was by new members. Those of us with more experience proceeded and explained the event and importance attached to it. We noted that the official date for R&S Day 2015 is set for April 2, 2014. Martin shared a handout on his proposed structural changes to R&S Day, it was decided we did not have time to cover this handout during this meeting. We will include it in the next meetings.

6. We then reviewed that actual charges and came to the conclusion that Points 1 and 2 related to R&S Day, and that points 3 & 4 related to the faculty survey we are currently finalizing. Given the new members unawareness of the survey (relating faculty needs when it comes to research and scholarship), David, Jorge and a few others commented on the development, process, and efforts of the previous group in getting this scale completed. We were able to get the new team better familiarized with the objectives, and specifics of the survey. It was concluded that the best approach forward was to give the survey one more good look and make any final suggestions, edits, accordingly before presenting final draft to Senate.
7. Item 6 of the senate charges related Open Access. New members also inquired as to what this was and David expanded on the concept and the workshop he organized to have an open discussion on the access of publications. The Senate has invited the committee to present/offer additional feedback on Open Access and is scheduled for Oct. 28, 2014. Another discussion opened up on item 5 of the charges, relating to study guidelines for documenting research on curriculum vitae. It was decided that we reach out to Susan Dinan as the item was left open for interpretation and was not clear enough as to what the committee is being asked to do.
8. Given our time constraints and a few of us having to teach at Valley Road at 2 pm, we rushed the last few points on the agenda. It was decided we would address the charges more closely in the next meeting. As far as the current charges, as per the handout, we were not able to have a full discussion on items 1 to 3, which we left for the next meeting.

Meeting adjourned at 1:37 pm.

Respectfully submitted,
Jorge Arevalo, CCOB

**** Special Notes and communications circulated after our meeting and prior to October 16, 2014**

Given the email exchanges and communications with Susan Dinan and the Senate schedule, the following was circulated to the group, in order to be able to share a final copy of the survey on October 14, 2014, and also start preparing for the October 28, 2014 Senate Meeting and the invitation we received to further discuss Open Access to the Senate. David sent out our Year End Report to get the group's final feedback on the survey, and some information on Open Access. He asked for feedback as to how to best proceed. Team members answered to this request and Martin suggested that we do an email chain of communication in regards to final edits and checks to the survey. Jorge supported this idea by also agreeing to receive this feedback by our team members via email and prior to October 14, 2014. Further communications were then exchanged between Susan Dinan and David Gilley about these two invitations.

Addendums to the minutes

9/24/2014 From David – to the team

Hi again, important update:

Susan Dinan has asked whether we want to ask for a senate vote on the survey during the 10/14 senate meeting. This falls before our next scheduled council meeting. I'd like to get opinions on how we should proceed. On the one hand, the survey has already been through a year of development including a chance for feedback from faculty of each college and approval by last year's council; small revisions could be completed via email. On the other hand, it will be put on the floor by this year's Council, so it should have the full endorsement of (a majority of) the current council, and maybe it's not worth rushing for two weeks gained. One possibility is to wait until the 10/28 senate meeting, at which we are already scheduled to present open-access recommendations, possibly presenting both issues at the same meeting. This plan could dilute the importance of each issue, or cause incomplete consideration of one or the other, I'm not sure. In case you are wondering, the time pressure for the survey comes from the fact that we plan to administer it via the Senate's online survey tool license, which expires at the end of the calendar year (plus the usual pressure just to get things done).

What does everyone else think? I should get back to Susan with an answer ASAP.

Thanks,

Dave

9/24/2014 from David – to the team.

Dear R&S Council,

I thought it might be useful to summarize our "homework" for the next council meeting, on Oct 16th (thurs). Jorge, let me know if you think these suggestions are flawed (others too). Perhaps they could be added as an addendum to the minutes, with a note as to their source.

1. read through survey (attached as part of year-end report), send any suggestions for changes to David and Jorge BEFORE the meeting to allow for a vote on a revised draft at the meeting. (in the case of a "not ready to propose to senate" vote, the process will be reiterated).
2. brainstorm ideas for publicizing the survey to maximize response rate, bring these ideas to meeting for discussion
3. consider the issues surrounding open-access publication, see attached report on OA faculty forum last spring, educate yourself on the issue within your discipline, and if possible communicate with faculty

within your college/group so that you can represent them on the issue. Note that we are scheduled for presentation of the issue to the Senate on 10/28, for which I will be drafting a document of recommendations with respect to promotion and funding (as per charges). I'll share this by email as soon as I have a draft.

4. consider changes to research and scholarship day, with reference to Martin's ideas (sent previously) and your own experiences. Given the full agenda for 10/16, we should probably schedule an extra meeting to agree on the structure for early november, as the Nov 25th meeting will be getting late. Let me know if November 6th (thurs) is not possible for you (though we may have to proceed with a quorum).

I know this is a lot, especially for those new to the Council. Busy time, we'll do our best.

-Dave