

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

Date 4/18/12

Location: Raubinger Hall, Graduate Offices

**Present**

Lourdes Bastas (Co-Administrative Liaison)

Sandra Alon (COE, co-chair)

Sheetal Ranjan (COHHS, co-chair)

Beth Ann Bates (Co-Administrative Liaison)

David Gilley (COS&H)

Robin Schwartz (COA&C)

Susan Sgro (COS&H)

**Not In Attendance**

Pam Theus (Library)

Martin Williams (Co-Administrative Liaison)

Jorge Arevalo (COB)

1. First order of business was compiling the records of R&S meeting dates and a short summary for the Senate. Meeting Minutes will be provided by:  
Susan for 2/16 (done), Sheetal for 3/9, and Beth Ann will submit minutes for 3/29 & 4/5 as well as R&S Statistics. Brief Report prepared by Sheetal for the Senate was reviewed and approved.
2. Finalize Date for R&S2012: April 4, 2013 was finalized (Spring Break and Easter are in March). It was decided to let the Library make a decision about the Author's Reception. Sheetal agreed to email Pam and Martin. Discussions followed about how many rooms to reserve and reserving rooms 168 A+B, 171 A+B, 212 & Ballrooms A+B+C. Importance of finalizing date and booking these rooms asap ensued.
3. Debriefing and ideas for R&S Day 2013:
  - a. Technical issues: as speakers tripping over and disconnecting wires coming out of the floor, which are next to the podium. Wires have to be safe and secure. Speakers walk around the podium to see the screen. It was suggested that remotes to advanced images be purchased. There were some problems with ending sessions. iPhone timers were very useful for R&S moderators. It was agreed that it is preferential to use R&S Council moderators, as they follow guidelines.
  - b. Importance of involvement of Deans: It was decided to involve the Deans with a ten-minute presentation in early February so they can effectively plan the college sessions. Chair of R&S Council will reach out to the Deans Council for a ten minute presentaoton slot next year in December 2012. The importance of the college representatives meeting their deans individually to facilitate college programs was discussed and recommended for the next year. Also a brief instructional for the Deans so that they can effectively moderate respective common hour sessions was recommended. We need the Deans support and will request them to encourage camaraderie in their colleges.
  - c. Audience Attendance: ranged from "packed" to minimal (2).
  - d. Photographs: Next year have Robin's students photograph all rooms including the poster session.
  - e. President Visit: Dr. Waldron came to R&S at 1:45 and walked around the poster session area. For next year, reach out to Dr. Waldron's secretary in advance so we can assign a R&S Council member to receive her and walk her around the various sessions. Prepare an R&S

- package and Frame a Poster for President Waldron as a souvenir of the event. Also put aside twenty R&S booklets to give to the Board of Directors.
- f. Posters: we need more posters, the last posters were attractive and were “collectable” – as many disappeared off walls. Investigate other poster options. Larger poster might be produced on thinner paper stock and more posters are needed to advertise the event. Contact the Print Shop for less expense poster stock.
4. Year-End Report: For Charge-1 of the council, David will prepare an executive summary and attach each college’ “Representative Sample of Comments” on how to promote scholarship as an appendix to the Year End Report. Sheetal will prepare a draft of the year-end report for the council to finalize.
  5. It was planned to review the remaining standing charges in the next meeting.
  6. Sheetal announced that the Faculty Senate appreciation luncheon was on 4/20 and the Senate meeting to report on council’s activities was on 4/25. Everyone on the council was welcome to both events.
  7. Meeting adjourned at 1:50 pm. Next meeting dates are Wednesday, May 2, 12:30to 1:45 Raub 309, Thursday May 10, 12:30-1:45, Raub 309.

Respectfully submitted,  
Robin Schwartz