

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

Date 2/16/12

Location: Raubinger Hall, Room 309 Conference Room

Present

Sandra Alon (COE, co-chair)

Sheetal Ranjan (COHHS, co-chair)

Beth Ann Bates (Co-Administrative Liaison)

Martin Williams (Co-Administrative Liaison)

Jorge Arevalo (COB)

David Gilley (COS&H)

Robin Schwartz (COA&C)

Susan Sgro (COS&H)

Excused

Pam Theus (Library)

Lourdes Bastas (Co-Administrative Liaison)

1. Meeting was started at 12:35 pm. First order of business was to review and approve the minutes from the 2/8/12 meeting. Sandra Alon moved and Robin Schwartz second the acceptance of the 2/8 minutes. The minutes were unanimously accepted.
2. Artwork for the R&S Day posters and programs were voted on. The artwork with the bird was unanimously agreed upon. Sandra Alon will contact Tom Uhlein to:
 - Make the William Paterson University logo larger
 - Send the “half size” digital artwork to Martin Williams for the programs and smaller flyers.
3. Strategies for increased participation for R&S Day were discussed. 10 abstracts have been received, leaving 30 slots open.
 - Sheetal Ranjan urged all council members to reach out to those in their college to participate.
 - Robin Schwartz voiced her concern that many do not want to participate due to low audience numbers.
 - Jorge Arevalo told of the business college’s method of offering credits to students for attending (make attendance a requirement).
 - Beth Ann Bates discussed how the date (the day before a holiday) and the current job action may dissuade participation.
4. Extension date for submission of abstracts was set by Martin Williams to be March 2, 2012.
5. Moderator guidelines and best practices for presenters were reviewed.
 - Sheetal Ranjan distributed ideas for both topics that were collected by Pam Theus and herself
 - Modifications to the moderator guidelines used last year will be added by Beth Ann Bates and include:
 - For point 3, include Beth Ann’s cell phone number so that moderators can text or call when technical problems occur (and do not have to leave the room).
 - Portions from the “Pre-session introductions” from the idea sheet should be included so that the moderators can identify the presenters, verify pertinent info and load their presentation to the laptop.

- Martin Williams distributed a copy of the e-mail that was sent last year to each of the presenters on the Monday before R&S Day.
 - Sheetal Ranjan requested a rewording of the first bullet point to reflect the changes in the schedule this year and that an emphasis should be placed on bullet point 2 (presenter should arrive 12 minutes before they are scheduled to present and meet with the moderator). An additional bullet point should be added to encourage presenters to bring their class. The lesson plan and suggested assignment sheet that Beth Ann Bates composed can be attached to this e-mail.
 - Sheetal Ranjan also suggested that a copy of the e-mailed bullet points sent to presenters be included in the file folders given out to all moderators on R&S Day.
 - Beth Ann Bates will revise the moderator guidelines and the presenter bullet points before the next meeting.
- 6. Review of R&S Letter Draft
 - Comments from the various colleges have been collected. Robin Schwartz and Sandra Alon will try to collect comments from the colleges of Arts & Communications and Education.
 - Martin Williams passed around survey results from 2006 regarding R&S Day. It was agreed to try and include these with the current comments in a letter to the Senate with a summary of research needs.
 - A deadline of March 9th was set to have the final letter prepared. Dave Gilley volunteered to compile this.
- 7. Other business
 - Robin Schwartz will try to get her class in to shoot pictures of R&S Day.

Meeting adjourned at 1:45 pm. Next meeting date is Friday, March 9 at 10:00 am.

Respectfully submitted,
Susan Sgro