

**Senate Research and Scholarship Council  
University Commons—Hallway near 168A/B**

**Thursday, April 5, 2012**

**10:00 a.m.**

**MINUTES**

<u>Members Present</u> Sandra Alon (COE) – <i>Co-Chair</i> Lourdes Bastas (Co-Administrative Liaison) Beth Ann Bates (Co-Administrative Liaison) Sheetal Ranjan (HSS) – <i>Co-Chair</i> Robin Schwartz (A&C) Sue Sgro (Professional Staff) Pam Theus (Library)	<u>Excused</u> Jorge Arevalo (COB) David Gilley (S&H)
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**1. MEETING CALLED TO ORDER**

- The meeting was called to order by Sandra Alon, Co-Chair at 10:15 a.m. The group stood around the welcome table at the base of the stairs. There was no agenda distributed, the only item to be discussed is last minute preparations for today's Research and Scholarship Day.

**2. UNIVERSITY RESEARCH AND SCHOLARSHIP DAY**

- Beth Ann Bates distributed the Moderator folders for each room and reviewed the contents of the folders. Each moderator had a program, general guidelines / job description for moderators, and a grid listing the expected participants in every room. The hired technical assistants were on hand and preparations for each room were underway. The schedule was reviewed, and name tags were distributed to the moderators. The welcome table was set up. All preparations were progressing smoothly as planned.

*There being no further business, the meeting was adjourned at 10:30 a.m.*

Respectfully Submitted,  
Beth Ann Bates, Office of Sponsored Programs