

**William Paterson University  
Research and Scholarship Council  
Meeting Minutes  
Approved Via E-mail**

Date 4/18/2011

Location: Cheng Library, Reference Conference Room

**Present**

Jane Bambrick (Library)

Lourdes Bastas (Co-Administrative Liaison)

Bethann Bates (Office of Sponsored Programs)

Stephen Betts (COB)

Kevin Martus (S&H) ~ (Co-Chair)

Sheetal Ranjan (HHS) ~ (Co-Chair)

Susan Sgro (Professional Staff)

Kelli Smith (A&C)

Martin Williams (Office of Sponsored Programs)

Meeting called to order at 2:06 PM.

Sgro moved to approve minutes from February 14 meeting. Seconded by Betts. Minutes were approved unanimously.

Bambrick moved to approve minutes from March 21 meeting. Seconded by Sgro. Minutes were approved unanimously.

Research & Scholarship Day 2012: The event is scheduled for April 5. Bambrick asked if the usual four rooms and ballrooms should be requested from 9 AM-6 PM. Williams said to request them until 7 PM. Bambrick will make the request.

Research & Scholarship Day 2011: Discussion of the event took place. Williams reported that he received emails from participants who expressed how much they enjoyed the event along with one complaint. He suggested clarifying the call for participation and using a more formal or less formal format (the council needs to decide which way to go). Martus also recommended making it very clear how long the presentations would be, emphasizing that they will be 15 minutes long rather than 20 minutes to allow for set-up between speakers.

Williams suggested sending a survey to presenters to get their opinion on the audio-visual equipment, flow of the event, information about the event, etc. He also requested photos from the event.

Suggestions for next year's event:

- Locate the banner which was missing this year.
- Have a sign outside directing people to the event.
- Have a skirt for the table.
- Have more student help

- Post the schedule on a board in the welcome area.
- Have a special area to welcome students and provide them with needed information.
- Be introduced to the A/V technician and make them pageable if needed. Bates suggested that we find out who the technicians will be beforehand and meet with them to discuss our needs.

Another goal for next year's event is to boost audience attendance. Bates suggested creating activities to send to departments which would be assigned to students to encourage them to attend the event. Martus suggested breaking down the schedule by colleges so that it would be easier for students to search for sessions to attend.

Next meeting is scheduled for Monday, April 24, at 2 PM.

Meeting adjourned at 3:06 PM.

Respectfully submitted,  
Kelli Smith