

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

Date 4/25/2011

Location: Cheng Library, Reference Conference Room

**Present**

Sandra Alon (COE)

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)

The hospitality survey with various topics for University Research and Scholarship Day was brought up for discussion by Bates.

- Various topics included on the survey were discussed for rating. The rating scale is from 1 (poor) to 5 (excellent).
- Bambrick stated that the scheduling was good but we'd like to be able to reserve the rooms well in advance. Bates suggested that if we stress the student involvement instead of just listing this as a faculty event, this may help secure the rooms sooner.
- The appearance of the room was deemed good. For the A/V set-up topic (judged fair) we will suggest a better set-up for sound and internet access. Bastas suggested changing the questionnaire for presenters to perhaps include "YouTube" presentation as a choice on the form. Alon stated that it should be a standard part of the set up for each room.
- Bates recommended that another tech may be needed for the day or better yet rent the equipment instead so you're ensured of having updated and clean access to the internet. Bates also suggested that the day before R&S day we should meet with the techs and check the computer set ups.
- Martus asked about the cost of laptop rentals. Bates figured we would need 7 laptops with internet and sound and to check with Manny to see if these would be available on the next University R&S Day of April 5, 2012.
- Other A/V problems that occurred were discussed including one presenter that wanted to use a Mac. Bates stated that the survey form for sign-up should state that, "if we are unable to provide a Mac, you'll need to bring your own". A stand-alone DVD player was also requested by a presenter. We should state that "the DVD player is integrated into each laptop" so that there will be no confusion. Other language suggested was, "Standard Set up to include laptop with DVD, audio and an internet connection. If you need something else, please check the other box below and explain in detail".

The topic of the follow-up survey was then introduced by Martus.

- Bates suggested several questions: “Would you consider bringing students from your class?”, “Would you want a lesson plan or assignment for students including a writing assignment?”, “What can we do to increase the attendance?”
- Martus required his students to attend 5 presentations and write a reaction paper on each.
- Betts suggested that a question be included that would ask about what assignments the presenters are assigning to their students.
- Bastas stated the need to start advertising the event earlier to help increase attendance.
- Ranjan suggested that the date for University R& S day should be included on the syllabus and also that the best course for action on this would be to have the Provost’s office ask the Deans to send notice to the faculty to please consider including the date (April 5, 2012) in your syllabus to help improve the attendance.
- Martus suggested that the request for this be made to the Deans before Thanksgiving. In doing so, this will also help to find out earlier who the speakers will be from each college. The booklets can then possibly be printed up earlier and help advertise the individual talks.
- Ranjan thinks that the class time and the speaker’s time should line up a bit better. This may only be possible if the teacher is giving their presentation at the same time that their class runs which may actually not make them happy (they’ll lose time for other course material). For this problem the poster session given during common hour would be the best choice.
- Clarification must be made for a “15 minute talk” versus 20 minutes stated.

Bates brought up the topic on how best to increase colleague attendance

- Ranjan suggested we need to try and make this event a higher priority by having the Provost and the Deans send out an announcement about it and try to encourage attendance.
- Martus suggested that we should encourage the information sent to each department chair to be sent along to the various clubs within that department.
- Smith told of another faculty member that suggested that no other activities should be planned that day so that all could attend.
- Martus had suggested in the past that the first day of the spring semester should be University R&S day with expected attendance, much like the “University Day” of the past.
- Alon recommended that faculty should bring their students to a minimum of 4 presentations and have them report on them. Students should also be attending to help them in the future.
- Bastas suggested that we e-mail the presenters to manage their expectations about the size of the audience and state that “it may be a group of 5 – 15 people in attendance”.
- Bates and Martus talked of thank you notes to be sent out to all speakers and students to help not only increase attendance the following year but to also include in portfolios for hiring or advancement for students and faculty.
- Bastas stated that due to limited manpower, we need to start organizing this earlier.
- Bates urged the need to come up with ways to boost attendance.

Next meeting date is set for Monday May 2, 2:00PM.

Respectfully submitted,  
Susan Sgro