

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

Date: 3/28/13

Location: Raubinger Hall, Room 309 Conference Room

Present

David Gilley (COS&H, chair)

Sheetal Ranjan (COHHS)

Robin Schwartz (COA&C)

Susan Sgro (professional staff)

Beth Ann Bates (Library alternate)

Martin Williams (Co-Administrative Liaison)

Maureen Peters (Co-Administrative Liaison alternate)

Excused

Sandra Alon (Education)

Jorge Arevelo (COB)

Jane Bambrick (Library)

Lourdes Bastas (Co-Administrative Liaison)

1. The meeting started at 12:38 pm. The minutes from the 12/13/12 meeting were reviewed and edited. Robin moved to approve the minutes, Sheetal seconded the motion, and the committee agreed to approval unanimously.
2. Research and Scholarship Day Preparations
 - a. Martin confirmed that the final program is ready, after some recent changes, for printing
 - b. Moderator packets are complete and ready to go, moderators were designated from among Council members and R&S Day participants, instructions given for moderators to meet at 10:30 am for packets and further instructions, and ideally at 10:00 am to help set up equipment
 - c. Photography will be coordinated by Robin, who will bring students from her photography classes. Issues that Robin brought up:
 - i. Need for CDs for students to burn copies of photos, Martin will order a sufficient supply and coordinate with Robin to distribute/archive copies
 - ii. Should photos be sized for web or printing? After some discussion it was decided to size for printing (4x6) to give flexibility of usage
 - iii. Someone suggested recognizing the contributions of the photographers. Beth Ann volunteered to draft a letter and David agreed to sign, as chair.
 - d. Posters have been posted, extras were distributed to council members to post in their buildings
 - e. Other event details, such as aisles, presentation computers, name tags, and food were reported to be ready to go
 - f. As no outstanding issues remained with the planning and execution of R&S Day, the tentative meeting for April 1 was cancelled
3. A draft report of the Council's activities for the year was distributed by David, attached to these minutes, input on the draft was discussed, and David agreed to submit report to Senate Executive Council

Meeting adjourned at 1:28 pm.

Respectfully submitted,
David Gilley

Faculty Senate Research and Scholarship Council
Brief Report of Activities
September 2012 – March 2013

The members of the Research and Scholarship Council have worked energetically this academic year to address the Senate's new and standing charges. This includes, but is not limited to, seven council meetings so far (dates of the meetings were 10/11, 11/13, 12/13, 1/29, 2/19, 3/7, 3/28). The approved minutes for the meetings were submitted to the Faculty Senate Executive Council. These activities are summarized below.

1. The Council has discussed the current state of scholarship at WPU, attempted to identify needs with respect to scholarship, and recommend strategies to meet these needs. These discussions have been part of the effort of the Council to align itself and work with the strategic plan implementation team 1D, on which the Chair of the Council sits. The Chair attended all meetings of the implementation team, reported the proceedings of these meetings to the Council, and brought suggestions from Council to the implementation team. Records of this dialogue can be found in supplements to approved minutes of the Council.
2. The Council has spent significant time discussing improvement for Research and Scholarship Day, held April 4, and overseeing details of its implementation. The Council discussed how the event might evolve with respect to the implementation of the strategic plan and new initiatives from the university's administration and identified two aspects of the event in need of improvement: 1) the College common hour sessions, and 2) student participation. The Council drafted a document to aid in communication of the roles and responsibilities of the College administration, and the Council Chair met with the Dean's Council to remind administrators of these responsibilities and urge them to encourage participation by faculty and students.
3. The Council explored possibilities for implementing a university database of faculty research and scholarship including Digital Measures Activity Insight and COS Pivot. COS Pivot is newly available to all WPU faculty and was agreed to provide the necessary database for tracking faculty research and promoting interdisciplinary collaboration. The Council will work in the future to promote use of this software by WPU faculty.
4. The Council approved an updated certification process for students involved in human-subjects research. This consists of a set of online CITI course modules and is meant as an optional alternative to the current certification process, which is designed for faculty and staff.

A detailed report of Council activities will follow after the conclusion of the 2012-2013 academic year.

Respectfully submitted,

David Gilley, College of Science and Health (Chair)
Sandra Alon, College of Education
Jorge Arevalo, Cotsakos College of Business
Jane Bambrick, David and Lorraine Cheng Library
Sheetal Ranjan, College of Humanities and Social Sciences
Robin Schwartz, College of Arts and Communication
Susan Sgro, Professional Staff
Martin Williams, Administration/Office of Sponsored Programs
Supported by:
Lourdes Bastas, Office of Sponsored Programs
Beth Ann Bates, David and Lorraine Cheng Library