

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

Date: 3/7/13

Location: Raubinger Hall, Room 309 Conference Room

Present

David Gilley (COS&H, chair)

Martin Williams (Co-Administrative Liaison)

Bates, Beth Ann (Co-Administrative Liaison)

Sandra Alon (COE)

Susan Sgro (COS&H)

Excused

Robin Schwartz (COA&C)

Sheetal Ranjan (COHHS)

Lourdes Bastas (Co-Administrative Liaison)

Jane Bambrick (Library)

Jorge Arevalo (COB)

1. The meeting was called to order at 12:40 pm. The minutes from the 2/19/13 meeting were reviewed and edited. Sue moved to approve the minutes, David seconded the motion, and the committee agreed to approval unanimously.
2. Research & Scholarship Day
 - Martin distributed the preliminary schedule and reported that the system is closed for receiving abstracts online. He is waiting for some details from a few colleges to help in scheduling their presentations.
 - 75 abstracts have been submitted, 36 of which will be posters. This number is a low estimate of the actual number of people that will be involved; i.e. one abstract does not always equal one presenter. This number also includes the special sessions (college-sponsored).
 - Not as many rooms will be used this year in comparison to last year, but Martin stated that there is an increase in special sessions and that this might be attributable to David's meeting with the Dean's council.
 - 4 individuals have yet to be scheduled and are on the bottom of the last page of the preliminary schedule ("To be determined"). Martin will be working on trying to resolve this.
 - David G. mentioned that David Snyder should not be included in the special session and is listed incorrectly. Martin may move him to the 2 – 3:15 slot in Room 171A once David G. gets confirmation from Betty. David G. will then notify David S. of the change.
 - David thinks there may be some confusion between the college sessions and the other sessions, and that perhaps in the future the college sessions can be expanded. This may also help encourage attendance.
 - Beth Ann brought up releasing rooms that will not be needed. Martin would like to keep Ballrooms A, B and C in the morning as well as room 171-B from 2 – 3:15 pm for any late additions. All rooms **except** for Ballroom C can be released from 3:30 pm onward. Ballroom A & B can be released from 2:00 pm onward. Room 216 can be released for the whole day.
 - Beth Ann has arranged for 3 head tables (2 in ballrooms), screen, podium with laptop/equipment and chairs arranged in "lecture-style" set-up. She also suggested that wireless PowerPoint controls might be helpful. This might be something that can be arranged for next year's event.

- Beth Ann brought up concerns by the library regarding the timely set-up of Ballroom C for the author's reception. Frank Petrozzino of Hospitality Services suggested that tables can be set-up around the perimeter of the room ahead of time, and then the center of the room can be filled in with 60 chairs. Martin agreed that this set-up would work.
 - Martin stated that the scheduling is on track to be done by next Wednesday (3/13) and that he will send out confirmations and put in orders for food, tables, technicians, etc. by the end of the week.
3. Posters
 - The ones for the arts festival are done. These were printed off campus.
 - Martin stated that the larger sized poster won't work out using IRT's big printer. It would use up too much ink and not look that good. Sandra suggested that it might be advisable in the future to ask for artwork without too many strong colors if the larger poster option is wanted.
 - Martin will be ordering posters on Friday, 3/8 (11" x 17").
 4. Other Event Details
 - Martin said that we can finish assigning moderators to each room once the schedule has been finalized (by the next meeting, 3/28). David and Sue volunteered to moderate rooms 171A and 171B respectively.
 5. Preliminary Report for Senate
 - David will draw up the preliminary report and give it to the Senate. He will bring it to the next meeting.
 6. Update on Standing Charge 3 (Review policies, procedures and guidelines of IRB, Fraud & Misconduct, ART)
 - Martin gave an update that a new course was created for students conducting research using human subjects. In the past, most students had attended the faculty class which assumes a certain base of knowledge. This course provides the basic ("101") information for students and is done online through the CITI program. Once students have completed all modules, Martin sends them a notice of certification that can travel to other Universities or institutions
 - ART – the council isn't involved in this due to the fact that this involves an agreement between the Union and the University.

The meeting was adjourned at 1:40 pm.

Respectfully submitted,
Susan Sgro

March 7, 2013

On February 5th, 2013, I met with the Dean’s Council to discuss Research and Scholarship Day.

My initial presentation focused on two issues:

1. I reminded the Deans of the role of each College in creating and executing their own common hour sessions. I distributed a handout reminding them of the responsibilities of the College and those of the SRSC/OSP.
2. I emphasized the potential for the event to improve in impact and to grow in directions consistent with the mission of the University and in line with implementation of the strategic plan. First, the involvement of students as both an audience and as co-presenters with faculty, and second, participation of faculty beyond their own presentations. I asked that Deans consider how they can encourage “buy-in” from their faculty to get the event into the culture of each department.

Following my comments was a brief discussion. Those assembled, including Provost Weil, had several ideas and suggestions, which I here report to the SRSC.

1. Perhaps the event can be coordinated with other events that showcase student research and scholarship, e.g. Honor’s College, College of Business
2. Consider student incentives for participation in the event, e.g. professional development points
3. Consider the involvement of graduate students
4. Integrate the event in some way with the capstone programs, effectively highlighting student-faculty scholarship
5. The need to compile an inventory of undergraduate research was mentioned with the idea that it might help in coordinating R&S Day
6. Include the event in the academic calendar as a way to get it into the culture of the institution

Immediately following the meeting, I believed I had been successful in stimulating a constructive discussion about the event among the university administration. Upon reflection, however, I wonder if I gave the impression that I had come soliciting suggestions from them to me about how to improve the event, where my intention was something of the opposite (i.e., to have the Deans think about what they can do to improve their own College’s part of the event, and thereby foster scholarship within their Colleges). Overall, I recommend the SRSC continue direct communication with the Deans/Colleges to encourage an active role in Research and Scholarship Day, but also that the SRSC consider other ways to accomplish this goal. For example, College representatives should work carefully with their College administration to make responsibilities clear and resist efforts to pass responsibility for the event onto the representative him/herself. The Council might also consider a structural change for the event that will shift more of the burden of programmatic organization from the Council to the Colleges/Deans.

Respectfully submitted,

David Gilley

Chair, SRSC

University Research and Scholarship Day 2013
Thursday, April 4, 2013

College Sponsored Sessions

Time: Common Hour, 12:30 to 1:45

Intent: For each of William Paterson University's five Colleges to offer a session of specific interest to the faculty, students and staff of that College.

Content: Each College has addressed this a little differently although a general description would be that the session included a presentation by one or more recipients of the College's "summer research funding program."

Responsibilities

College: _____

- Determination of process to recruit or select presenter(s)
- Implementation of recruitment or selection process
- Obtain confirmation from presenters
- Forward confirmation to the Research & Scholarship Council using the online abstract submission system before submission deadline (March 1, 2013)
- Promotion of session within the College

Research & Scholarship Council

- Schedule a room for the College sponsored session
- Include abstract and information of the presentation(s) in the event program, specifically identifying each presenter with the appropriate sponsored session
- Include all College sponsored sessions in promotional activities and event poster