

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

Date 9/27/2011

Location: Cheng Library, Reference Conference Room

**Present**

Sandra Alon (COE, elected co-chair)  
Sheetal Ranjan (HHS, elected co-chair)  
Lourdes Bastas (Co-Administrative Liaison)  
Martin Williams (Co-Administrative Liaison)  
Jorge Arevalo (COB)  
David Gilley (S&H)  
Susan Sgro (S&H)  
Pamela Theus (Library)  
Diane Falk (Vice-Chair of Faculty Senate)

**Excused**

Robin Schwartz (A&C)

Meeting was started at 12:35 pm. First order of business was to elect a chair. Two co-chairs were elected:

- Alon was nominated by Ranjan and seconded by Theus.
- Ranjan was nominated by Sgro and seconded by Theus.
- Future meeting times were discussed. It was decided that Ranjan will send out a Doodle poll to determine future meeting dates.

Falk gave out a list of new charges to be added to our standing charges for 2011-2012:

1. Work with the campus bookstore so that sales of textbooks written by faculty are reported to the faculty member by course sections rather than total number
  2. Research & Scholarship Day:
    - a. How to increase the number of participants and attendees (faculty & students)
    - b. Analysis of data from the survey completed in 2011 (handed out by Williams)
  3. Searchable database of faculty research interests (develop internally or purchase appropriate software)
- Falk suggested that the bookstore may be able to help or have a way of tracking this data for charge 1 and that the ethics policy dealing with this matter for NJ should be reviewed.
  - Ranjan suggests that we ask sister institutions in NJ how they track this data. Sgro asked if this was something that could be handled by the Ethics department. Falk stated that no such council exists.
  - Falk also suggested that we contact her to add any other charges to the list should they arise.

**University Research & Scholarship Day**

- Theus was concerned about diminished attendance to the upcoming scheduled/confirmed April 5<sup>th</sup> date due to this being the day before Good Friday.
- Williams suggested looking into March 29<sup>th</sup> or April 12<sup>th</sup> as alternative dates. Ranjan will check with Hospitality Services to see if these dates are available for Ballrooms A-C, 168 A&B and 171 A&B from 9 am to 7 pm. If they are not open, a Wednesday date may be selected. Williams noted that this is not preferable because we will lose the foot traffic of students during common hour. The committee members will be promptly contacted via e-mail by Ranjan to decide on a new date, should a different one be available.

- Arevalo brought up that during his presentation at the last UR&S Day there was poor attendance and suggests that we try to arrange the time of the presentation during the speaker's class time so that the students can attend for class credit. It was discussed and decided that perhaps a more fluid time frame would be better. This will be discussed in future meetings.
- The following items were brought up by Williams:
  - Look at the survey given after last year's UR&S Day before the next meeting
  - Make a schedule for the various announcements: "save the date" and "a call for abstracts"
  - Get in touch with each college to see if they want to participate in their sessions
  - Contact the Deans to get a list
  - The Office of Sponsored Programs has moved to a new location in Rau 309. There is a new conference room there which can be reserved for our future meetings.
  - Marybeth Zeman was looking for a central place where she could easily find a list of the students doing research either with faculty or alone so she can feature them in a story. Ranjan suggested going to the various Deans or sending out an e-mail. Gilley responded, "no" but suggested that she could get a list of students enrolled in Independent Study/Research. This relates to the 3<sup>rd</sup> charge given by Falk and will be discussed at future meetings. Arevalo stated that the COB has developed a database which will be used in the future. He will ask for details about the program report back.
- Theus brought up the topic of artwork and suggested that we obtain the image early. Tom Uhlian will be contacted by Alon to see if he would be willing to run a contest with his graphic arts students again to select this year's UR&S Day artwork.
- Bastas stressed that the poster get done earlier this year to help in advertising the event.
- Theus suggested that we let Tom Uhlein know in advance that we will need the artwork in 2 different sizes: poster size, 11" x 14" and ½ sheet size, 5 ½" x 8 ½" (for the bibliography booklet for the author's reception).
- Bastas will look back at last year's dates of the announcements and let us know at the next meeting so a schedule can be made.
- Ranjan brought up the following items to be discussed at the next meeting:
  - Discuss UR&S Day timeline and schedule (a firm date should be decided by this time)
  - Artwork update
  - Discuss the survey that Williams distributed
  - If there is time, discuss the standing charges #3. Gilley suggests that standing charge #1 be discussed also. It was agreed that the charges be prioritized.
- One meeting a month was decided for this semester, December will be scheduled but may be tentative/optional. Ranjan will send out a Doodle poll to decide on all future meeting dates & times for this semester and also send the links to the Senate website to obtain the standing charges.
- Gilley sent out a copy of our charges to all faculty members in his department for feedback. He suggested that it may be helpful for other members to follow suit. He also stressed that it is important to communicate what resources we need to promote scholarship and research.

Meeting adjourned at 1:40 pm. Next meeting date will be determined by a Doodle poll and disseminated via e-mail.

Respectfully submitted,  
Susan Sgro