

Senate Research and Scholarship Council
Raubinger Hall – Graduate Admissions, Conference Room
Wednesday May 2nd, 2012
12:30 p.m.
MINUTES

<p><u>Members Present</u></p> <p>Sandra Alon (COE) – <i>Co-Chair</i></p> <p>Lourdes Bastas (Co-Administrative Liaison)</p> <p>Beth Ann Bates (Co-Administrative Liaison)</p> <p>Sheetal Ranjan (HSS) – <i>Co-Chair</i></p> <p>Sue Sgro (Professional Staff)</p> <p>Pam Theus (Library)</p> <p>Jorge Arevalo (COB)</p> <p>David Gilley (S&H)</p> <p>Martin Williams (Co-Administrative Liaison)</p>	<p><u>Excused</u></p> <p>Robin Schwartz (A&C)</p>
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MEETING CALLED TO ORDER

- The meeting was called to order by Sheetal Ranjan, Co-Chair at 12:32 p.m. An agenda covering 7 points was distributed to the group. Each item is further discussed below.
1. Reviewing and Editing of Minutes for April 18, 2012 meeting
 - a. Group was asked to review and edit minutes and then share his/her comments with the rest of the team. Together, we edited the six points addressed in that meeting and Sheetal agreed to revise them accordingly.
 - b. A new updated version will be circulated for approval during our next meeting.
 2. Discussion of inclusion in the Strategic Planning Committee
 - a. Sheetal proceeded to advise the team that she attended a Committee Meeting for Strategic Planning Implementation Team for Goal-1 called by the Provost. The R&S Council has been added in the Strategic Plan Implementation Team I agenda – specifically, item D of Goal 1 which is to Offer Academic Programs of the Highest Quality. Item D reads ‘Recruit, develop and retain a diverse faculty dedicated to fulfilling the University’s mission and achieving its new vision’. Basically, the idea is that we are being pulled into this team to collaborate/support the Strategic Planning Committee in its efforts to recruit, develop and retain a dedicated and diverse faculty. Sheetal mentioned that perhaps we can view this as a great opportunity to voice our current efforts with Charge #1 – which is to promote scholarship by identifying current and anticipated needs with regard to scholarship and research and recommend strategies designed to meet those needs.
 - b. Sheetal provided a handout/brief description of Goal 1 for this Strategic Plan Implementation Team I to the team.
 - c. Brief comments were made by the team and a decision was made to further discuss this opportunity once everyone became more familiar with the five (A – E) items listed under this goal.

- d. Martin asked if there was a list of current faculty engaged in these teams.

Side Note by Jorge: for those of us not familiar with these goals – go to <http://ww2.wpunj.edu/president/strategic-planning.dot> click on strategic planning documents (you may have to sign in after this point), once there, you will see the Strategic Plan 2012-2022 where these goals are mentioned, and also a third document listing who the members (Faculty and Deans...) are for each team.

3. Review of policy of IRB for the protection of Human Subjects
 - a. Sandra began by discussing dates for the latest updates on these documents. Martin replied that it was approved by the Faculty Senate in 2006.
 - b. A discussion and clarification also took place on the issue of current membership and contact information for those members listed in the actual document. Those members listed in the policy participated in the implementation of the policy, where current members of the IRB are listed separately in the IRB college website.
 - c. Suggestions were made to clarify old and new membership accordingly – Martin took note.
 - d. Jorge advised that he had reviewed the entire document and had some comments/questions. Sheetal advised it would be better to address those directly with the IRB. Since Jorge is in the IRB committee, he will further discuss these there.
 - e. David approved the IRB documents, Jorge did as well.
4. Review of policy for Scientific and Academic Fraud and Misconduct
 - a. The team agreed that while the policy exists already for some time, no issues or reports have been brought forward to the R&S council. It was also discussed (Susan?) that perhaps members of the university were not familiar with the policy and its main concepts i.e. ethics, fraud, falsification and fabrication of information, etc.
 - b. Sheetal and other members suggested that perhaps the council should provide these links to faculty as a proactive measure and to inform the wider audience (including students). Therefore, and set for the agenda, an announcement will be made for early next year on the existence and enforcement of these policies.
 - c. David and Sandra pointed out that in preparation of these communications, that we ensure these documents are updated and current contact/information is provided.
5. Review ART Application and Selection
 - a. The team asked when the last ART Application was updated. After checking the actual document, it was confirmed being updated by the AFT and the University in April of 2000. It was noted that the R&S Council was not part of this process and therefore the following was suggested:
 - i. The Senate will be asked by our council if the ART Application should be part of our standing charges. We will also be asking to specify/clarify what the role of the council is in regards to the ART Application.

- b. David mentioned that he had some minor comments with the ART document. The team suggested that he forward them directly to the either of the two bodies for review.
- 6. Progress on Draft of Annual Report with input from David (on Charge #1) and Beth Ann on Research Day statistics, and list for next year's R&S Day
 - a. Sheetal proceeded to mention that she had put together a list of all our council meeting dates to include in the report. We began by creating an outline of what should be included. We mentioned membership, overview or executive summary, and a summary of our activities. David suggested that we should draft/organize the report in the order of the standing charges – and the team agreed.
 - b. It was here where we again pointed out further reviewing our participation in Goal 1 of the Strategic Plan Implementation Team 1. We should come back with thoughts on these items (or any other areas we could consider) in the next meeting.
 - c. Beth Ann reported on the following for R&S statistics:
 - i. 42 Presentations, 33 Posters for a total of 75 contributions.
 - ii. In total 71 faculty and 78 students presented their research on R&S Day 2012
 - d. The question was raised as to the minutes for 3/29
 - i. The team confirmed that all elements of R&S Day were reviewed during this meeting.
 - ii. The team also confirmed all logistics and final planning was discussed at this time.
 - e. Sheetal asked for confirmation on next year's R&S Day dates: Sandra confirmed that next year we will schedule R&S Day for April 4th, 2013. It will be a Thursday again. All other details will be checked further.
 - f. David asked all of us to read/review his draft of the Charge # 1 report to the Senate and provide any comments/feedback during our next meeting.
- 7. Sheetal reminded us that our next meeting takes place Thursday May 10th from 12:30 to 1:45 p.m. – Raubinger 309. Bring snacks as our last meeting of the semester.

MEETING ADJOURNED: 1:47 P.M.

Respectfully Submitted,
Jorge A. Arevalo, Cotsakos College of Business