

**Senate Research and Scholarship Council  
Raubinger Hall – Room 309, Conference Room**

**Thursday, November 03, 2011  
12:30 p.m.  
MINUTES**

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

**1. MEETING CALLED TO ORDER**

- The meeting was called to order by Sheetal Ranjan, Co-Chair at 12:40 p.m. and the agenda was distributed.
- Review and corrections of the October 20, 2011 minutes were made by the Council members. A motion to approve the revised minutes was made by Sheetal Ranjan and seconded by David Gilley.

**2. FACULTY SENATE COUNCILS**

- Sheetal Ranjan informed the Council that Robin Schwartz has agreed to serve as the Research and Scholarship Council representative at the Faculty Senate meetings.

**3. UNIVERSITY RESEARCH AND SCHOLARSHIP DAY**

- Recommendations were made to provide guidelines for the University Research and Scholarship Day moderators. Council members will email sample ‘moderator’ guidelines to discuss at the next meeting.
- Sandra Alon reported she had communicated with Tom Uhlein in regards to the student poster design for University Research and Scholarship Day. She respectfully requested to have his current students do the artwork by the end of December. Uhlein explained to Alon that his current students are in their first year and are not as prepared to develop an art design. He feels confident that he can have the artwork design for the poster early in the Spring Semester. Alon will meet with Uhlein in person to discuss the timeline of the artwork. Ranjan reminded the Council that Schwartz had suggested another graphic designer faculty member, Professor DeLaura could do the artwork if Uhlein was unable to assign it to his class this semester. Ranjan will talk to Schwartz to contact Professor DeLaura. There was a discussion on the timeline of the artwork. The Council agreed that

they will like to start advertising the event earlier and would like the artwork by December 2011.

#### **4. FACULTY INTEREST RESEARCH DATABASE**

- Jorge Arevalo provided a demonstration on the Digital Measures system software subscribed by the College of Business. The database offers a central location for the COB faculty to enter their professional profile and intellectual property. Arevalo reported that the COB is currently entering all research into the database that will also help with the AACSB accreditation.
- The Digital Measures database can be found in WP Connect under the Faculty tab. The user will need to have a password and user ID to access the database.
- The Council members expressed their interest in the database and requested Arevalo find out more information on the Digital Measures database. The Council would like to identify the following functions of the database: availability/accessibility to other departments and faculty; number of faculty users to access the database (is it limited); the system's ability to generate reports and conduct searches by entering a few key words. The Council is also interested in the cost of the subscription for additional users and if a license is required for a particular faculty to access the database. Arevalo will provide an update to the Council via email.

#### **5. CHARGES OF THE COUNCIL**

- Ranjan circulated the standing charges. She thanked Gilley for forwarding the email he sent out to his Dean and colleagues in his college regarding the Council Charges. She also thanked the Council members for sending out the same email to their Dean and colleagues. Ranjan reported that the responses from the colleges will be collected and put in a brief survey. A discussion of the feedback from the responses will be included in the agenda for the next meeting.
- The Council reviewed the charges and agreed Charges 1 and Charges 2 are ongoing. The members of the Council will start reviewing Charges 3 at the next meeting.

#### **6. UPDATES**

- Beth Ann Bates informed the Council that Hilary Wilder from the College of Education contacted her to discuss the possibilities of scheduling a Cross Cultural Panel presentation during University Research and Scholarship Day. Wilder mentioned to Bates that the Cross Cultural event is planned with the College of Arts and Communication and Imafidon Olaye had requested Wilder to coordinate the creation of a panel presentation. Bates informed Wilder that the call for abstracts will be made in January 2012 and that the panel would need to submit their abstract promptly. Bates explained to Wilder the limited number of time slots and the common hour format of college meetings. She also informed Wilder to discuss the common hour time slot with Dean Burns and confirm if

the COE is interested in scheduling this program during common hour as their college meeting. The Council agreed the criteria for scheduling sessions will be on a first come, first serve basis.

#### **7. CLOSING REMARKS**

- The language for the call for abstracts and forms will be discussed at the next meeting. Lourdes Bastas will email Ranjan a draft of the Save-the-Date announcement for University Research and Scholarship Day.
- The next meeting is scheduled to take place on Thursday, December 8, 2011.

*There being no further business, the meeting was adjourned at 2:00 p.m.*

Respectfully Submitted,  
Lourdes L. Bastas, Office of Sponsored Programs