

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

Date: 1/29/13

Location: Raubinger Hall, Room 309 Conference Room

Present

David Gilley (COS&H, chair)

Sheetal Ranjan (COHHS)

Lourdes Bastas (Co-Administrative Liaison)

Susan Sgro (COS&H)

Jane Bambrick (Library)

Excused

Sandra Alon (Education)

Martin Williams (Co-Administrative Liaison)

Jorge Arevelo (COB)

Robin Schwartz (COA&C)

1. The meeting started at 12:38 pm. The minutes from the 12/13/12 meeting were reviewed and edited. Jane moved to approve the minutes, Sue seconded the motion, and the committee agreed to approval unanimously.
2. Future meeting dates were decided:
 - a. Feb 19
 - b. March 7
 - c. March 28
 - d. April 1
3. The following target deadlines relevant to Research and Scholarship Day were agreed upon:
 - a. Feb 19: decide upon artwork
 - b. March 1: final deadline for abstract submission
 - c. March 7: finalize program
 - d. March 11: final date for reception of speaker confirmations
 - e. March 12: post posters (use posting boards to avoid removal)
 - f. March 15: program to printer (warn print shop!)
 - g. March 27: last possible date to get program to printer
 - h. March 28: moderator packets
4. R&S Day: call for abstracts
 - a. Lourdes noted that the call for abstracts has been sent out, but that an additional announcement will follow under the "Academics" announcement heading
5. R&S Day: poster/program artwork
 - a. David reported (in Robin's absence) that Robin was in communication with Tom Uhlein. He was to try to have artwork sample for Jan 17 meeting (cancelled). He emailed Robin and David the day before to say that he did not yet have it but was working on it.
 - b. Reminder to print two sizes: poster and pamphlet. Dimensions should be transmitted to Tom Uhlein.
 - c. Reminder to make 20 extra copies of poster for Board of Trustees, plus a framed version for President Waldron

6. R&S Day: college sponsored sessions
 - a. David reported that he was not able to meet with Dean's Council due to illness. If he cannot accomplish this soon, he will send out an email directly to each Dean with a message similar to that planned for the Dean's Council.
 - b. Sheetal reported that she met with the Dean of HSS. The College will hold its session in the atrium, citing attendance concerns with the ballroom venue.
 - c. David reported that he has a meeting scheduled with the Dean of COSH.

7. R&S Day: event details
 - a. Lourdes and the OSP are working on detailed arrangements for the events including:
 - i. Registration tables & materials
 - ii. Refreshments
 - iii. Linens
 - iv. Poster easels from COSH and work order for moving them
 - v. Moderators' folders with guidelines and schedule
 - vi. Technicians: FOAP and cell phone numbers
 - vii. Student work-study assistants for tables and as runners
 - viii. Photos and publicity
 1. Arrangements for student photographers and working schedules for them (room-to-room, poster session coverage)
 2. Involvement of press office: how best to get them involved in event? After discussion it was decided that it might be best to pair this request with invitation to President Waldron (see below).
 - ix. Attendance of President Waldron
 1. The need to coordinate the president's visit was brought up as important to success of the event. Jane reported that the library had already invited her to the author's reception, though a potential conflict with another event was noted. It was decided that David would contact the President's Office with an invitation and request for:
 - a. Timing of visit
 - b. PR team for press coverage

Meeting adjourned at 1:41 pm.

Respectfully submitted,
David Gilley