

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

Date 9/13/12

Location: Raubinger Hall, Room 309 Conference Room

Present

Sandra Alon (COE, co-chair)

Sheetal Ranjan (COHHS, co-chair)

Lourdes Bastas (Co-Administrative Liaison)

Martin Williams (Co-Administrative Liaison)

David Gilley (COS&H)

Susan Sgro (COS&H)

Excused/Absent

Jane Bambrick (Library)

Robin Schwartz (COA&C)

Jorge Arevalo (COB)

1. Meeting was started at 2:05 pm. Sheetal Ranjan distributed the agenda for the meeting as well as a list of new “unofficial” charges that have yet to be approved at the next Senate meeting. Bethann Bates cannot fill the adjunct position, so this listing will be opened up by Diane Falk.
2. First order of business was to elect a new chair to the committee. Martin Williams nominated David Gilley. Sandra Alon seconded. David Gilley agreed to take the position as long as each committee member agreed to take responsibility to work on one of the charges. All members present agreed unanimously. David Gilley is the new chair.
3. David Gilley agreed to send out Doodle polls to set the meeting dates through the end of the semester.
4. Charge distribution was considered next:
 - a. Sandra Alon agreed to take responsibility for the 2nd unofficial charge that involves increasing the number of participants and attendees to Research and Scholarship Day and to analyze the data from the survey completed in 2011. Martin Williams included that this charge will also include helping OSP to organize R&S Day.
 - i. Sheetal Ranjan suggests that the chair should seek out a 10 minute slot in the Dean’s council meeting to inform them about R&S Day sometime in November. Then each of the council members can follow up one-on-one with their Deans at some point after this.
 - b. Sheetal Ranjan suggested that the 3rd new charge may be best be given to Jorge Arevalo (since he did so much work on the database software search last year) and also Jane Bambrick (library has information about these databases also).
 - c. Sheetal Ranjan agreed to take up the 1st new charge and work with the bookstore in their method of reporting back to faculty about their text sales.
 - d. Susan Sgro agreed to take up the 3rd standing charge to review policies, procedures and guidelines for IRB, Scientific & Academic Fraud & Misconduct and ART. The council’s role in ART need to be clarified because this may now be the union’s responsibility.
 - e. David Gilley agreed to work on standing charge 1 and possibly expand the research he was doing last year involving the survey responses from the WPU faculty.

5. Research and Scholarship day for 2013 was discussed next:
 - a. Sandra Alon will call and reserve (or confirm) the reservations for the following rooms on April 4, 2013: 168 A & B, 171 A & B, Ballrooms A, B & C from 9 am to 7 pm.
 - b. Sandra Alon suggests contacting Tom Ulien by the end of November regarding the artwork contest for R&S Day. This way the artwork will be ready sooner than in past years.
 - c. Martin Williams and Lourdes Bastas will put together the “Save the Date” and “Call for Abstracts” announcements so that they can be released sometime in November.
 - d. Martin Williams related to us that John Parras suggests that we include faculty from other institutions to take part in R&S Day and perhaps start out on a smaller scale with only 1 other University/College. Dave Gilley suggested that this item be put onto the agenda for next month’s meeting. Ranjan Sheetal thought that maybe we could reach out to a community college nearby to start expanding.

6. Sheetal Ranjan suggested that the second point in the new “unofficial” charges, regarding the survey analysis, should be updated to reflect the fact that the survey was already used by the council to plan R&S Day 2012.

Meeting adjourned at 3:15 pm. Next meeting date will be communicated via e-mail pending Doodle poll results.

Respectfully submitted,
Susan Sgro