

**William Paterson University**  
**Research and Scholarship Council**  
**Meeting Minutes**  
**Approved 04/18/2011**

Date 3/21/2011

Location: Cheng Library, Reference Conference Room

**Present**

Sandra Alon (COE)

Jane Bambrick (Library)

Lourdes Bastas (Co-Administrative Liaison)

Bethann Bates (Office of Sponsored Programs)

Stephen Betts (COB)

Kevin Martus (S&H) ~ (Co-Chair)

Sheetal Ranjan (HHS) ~ (Co-Chair)

Kelli Smith (A&C)

Susan Sgro (Professional Staff)

Martin Williams (Co-Administrative Liaison)

A Report on University Research and Scholarship Day activities was provided by M. Williams.

- The following items were distributed at the onset of the meeting; meeting minutes dated 1/31/2011 and 3/7/2011 and schedules of the Research and Scholarship Day presentations. Martin Williams reported that there were now *ninety-one* presentations that value did not include all the speakers from the common hour programs. Williams estimated that over *one hundred* individuals were presenting at this year's event. The earliest presentations would be starting at 10:30AM and a set of concurrent sessions would be running until 12:30PM.
- During the Common Hour there will be six sessions, one from each college and one entitled "Doing Research in Africa". In addition, the poster session will be held during common hour along with refreshments.
- A number of parallel sessions will begin at 2:00PM and last until 3:30PM. At 3:30PM the Cheng Library "Author's Reception along with the Office of Sponsored Programs Reception will begin in Ballroom C.
- Martus will contact Tom Uhlein (Art Department) regarding a modification on the UR&S Poster.
- Martus will provide Bates with the work order information to move the Science and Health poster boards from the storage facility at 415 Hamburg Turnpike to the Student Center.

After providing his report, Williams was excused from the meeting.

Approval of the Minutes from January 31, 2011 meeting. Sgro moved and Alon second the acceptance of the meeting minutes from the January 31, 2011 meeting. The minutes were unanimously accepted.

Approval of the Minutes from the March 7, 2011 meeting. Bambrick moved and Sgro seconded the acceptance of the meeting minutes from the March 7, 2011 meeting. The minutes were unanimously accepted.

Approval of the Minutes from the February 14, 2011 meeting was postponed until the next meeting.

The discussion returned to details of the Research and Scholarship Day activities.

- Bates reported that Food Services has been contacted and that outside of the Ballroom at 12:00 noon refreshments and snacks (fruit and cookies) would be provided.
- Availability of a audio/visual technician was discussed.
- For the next year the following suggestions were made;
  - Reserve rooms until 3:30 (or later).
  - Secure the facilities earlier (possibly enlist the Provost's Office for assistance in the matter).
  - Additional rooms.
  - Work on getting the poster completed earlier.

Next meeting date (if needed for UR&S Day) is set for Monday April 4th, 2:00PM.

Respectfully submitted,  
Kevin Martus