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

Thursday December 8, 2011
12:30 p.m.
MINUTES

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

1. **Meeting Called to Order**
- The meeting was called to order by Sandra Alon at 12:40 p.m. and the agenda was distributed.
- Review and corrections to the November 3, 2011 minutes. Pam Theus moved to accept the corrected minutes. David Gilley seconded. All in favor, motion carried.

2. **Research and Scholarship Day: Guidelines for Moderators:**
- Alon distributed examples from other conferences
- Beth Ann Bates read the basic instructions given to moderators in previous years.
- There was a lengthy discussion regarding the kinds of challenges moderators faced in previous years. One of the serious issues is how to best handle a technology malfunction. A number of issues were raised including the hired assistants and how to contact them when they were needed, the need for more student assistants or "runners" to help moderators when things go wrong, as well as how to prevent technology problems in the first place. Robin Schwartz suggested that presenters could be required to submit their presentation files before the actual day and they could be reviewed for technological errors. A number of possible vehicles for this were discussed, such as a cloud service. Schwartz has used yousendit.com with good results. The committee agreed to look into this idea. Pam Theus will contact Media Services in the Library to inquire about their suggestions for ways to avoid the kind of technology issues that caused problems in the past. It was also agreed that one more item would be added to the moderator's instructions to indicate how to get assistance: who to contact and how. The exact wording of this item will be decided at a later date, dependent upon arrangements for technical and student assistants.

3. **Research and Scholarship Day: Instructions for Presenters:**
- Alon distributed examples from other conferences
- Numerous suggestions were offered to address the previously raised issues, including the following:

- o Please be flexible—technology issues can cause delays
- o You and your students are encouraged/requested to stay for the entire class period
- o How to bring your presentation
- o Have a "plan b" (such as handouts) in case of a technology failure
- o Providing lesson plans, worksheets &/or suggested assignments for use by faculty/presenters to engage student audience members
- o Please encourage your colleagues/ chair /dean to come support you
- o Schwartz suggested a photo op for presenters to have their photo taken with their students and posted to a website or blog to encourage presenter to invite their students to be in the audience

4. **Research and Scholarship Day: Language for "Save the Date" flyer**
The wording for the flyer was reviewed and simplified.

5. **Research and Scholarship Day: Report on Status of Poster art**

   Alon reported that Tom Uhlein will have a student poster to recommend to the committee by the end of this semester. The committee with accept the artwork and/or recommend edits.

6. **Charges to the Council: update**
Gilley will send a reminder to solicit more feedback on the council's charges. Schwartz reported that feedback she received was critical of the lack of audience at the Research and Scholarship day.

7. **Closing Remarks**
The next meeting is scheduled to take place on Thursday, February 2nd at 12:30 p.m.

   As members needed to go to their 2:00 p.m. classes, the meeting was adjourned at 1:50 p.m.