

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

Date 12/13/12

Location: Raubinger Hall, Room 309 Conference Room

Present

David Gilley (COS&H, chair)

Sheetal Ranjan (COHHS)

Lourdes Bastas (Co-Administrative Liaison)

Martin Williams (Co-Administrative Liaison)

Robin Schwartz (COA&C)

Jorge Arevelo (COB)

Susan Sgro (COS&H)

Excused

Jane Bambrick (Library)

1. The meeting started at 12:40 pm. The minutes from the 11/13/12 meeting were reviewed and edited. Martin moved to approve the minutes and addendum letter to the Strategic Plan Implementation (SPI) Team. Jorge seconded the motion and the committee agreed to approval unanimously.
2. The committee discussed and decided on 1/17/13 for our next meeting at 12:30 pm in Rau 309. David will send out a Doodle poll in January to line up future meetings.
3. Jorge gave an update on the Digital Measures proposal for Activity Insight intellectual contribution database and a possible webinar. Martin informed the council that the University now subscribes to COS Pivot and that workshops will be starting shortly on how to use this tool. Council members were encouraged to go back to their colleges and share this news. Martin showed how accounts can be created through the OSP webpage. Lourdes will be sending out a copy of the announcement about COS Pivot that was sent to subscribers of the DUI funding announcements.
4. The council discussed and reviewed the Abstract/Submission form for R&S Day.
 - a. Date changes will be made as well as the changes in wording discussed at the last meeting.
 - b. Setting a specific poster size was discussed and was ultimately decided against since certain posters may be “recycled” from other conferences or meetings. This issue may need to be reviewed in the future if poster display space becomes an issue.
 - c. Martin will add a space on the form to indicate if the presentation is a type of performance or other special event that may require more than the standard set-up.
 - d. Martin indicated that a drop-down box or radio buttons should be added to the form so that the applicants can indicate if they are attached to a sponsored session.
 - e. Lourdes distributed the revised “Save the Date” flyer which all approved. She will send it out in 12/14/12 Announcements.
5. David has tried to reserve a slot of time at the Dean’s council meeting via e-mail. He has yet to hear back from them and will try contacting them again. Martin suggests that all members go to their Dean and go over the information sheet on R&S Day which was redistributed. The Deans should be made aware of how important this is. Robin will talk to Dr. Olaye and give Cathy Cestra-Nadzan the information sheet (for Dr. Hahn) within the week.

6. Robin will talk to Tom Uhlein regarding the artwork and see if he can have proofs available for council review by our next meeting on 1/17/13.
7. David updated the council on the SPI Team 1D charge (letter approved with minutes). Most of the council's suggestions from the letter have been included in the SP "working document" as action items or objectives. David encourages council members to review the suggestions to see if any changes or additions should be made. There may be some department/college specific suggestions that may have been overlooked. This lead to a discussion about impartiality in distribution of support. Perhaps a system much like CFR application review can be used University-wide where applicants are decided by peers outside the university but knowledgeable in the field of study of the applicant.
8. Susan had nothing new to report on the various policy reviews in Standing Charge 3.

Meeting adjourned at 1:45 pm.

Respectfully submitted,
Susan Sgro