

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

Thursday February 2, 2012

12:30 p.m.

MINUTES

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

1. Meeting Called to Order

- The meeting was called to order by Sheetal Ranjan at 12:35 p.m. and the agenda was distributed.
- Review and corrections to the December 8, 2011 minutes. Sue Sgro moved to accept the corrected minutes. Pam Theus seconded. All in favor, motion carried unanimously.

2. Future Meeting Times

- Thurs Feb 16, 12:30pm
- Fri Mar 9, 10:00am (to review submitted abstracts, accept/reject, and decide clustering)
- Thurs Mar 29, 12:30pm
- Mon April 2, 11:00 (tentative, to plan details of setup for R&S Day)
- Thurs April 5, 10:00 (tentative meeting time on R&S Day)

3. Research and Scholarship Day

- Theus proposed that students attend a presentation, find an article that relates to the presentation using library resources, and write a summary of the article. Discussion of the assignment. Bates will write a summary of the idea, as modified by discussion.
- Potential compatibility issues with presentation files were discussed. Presenters will be notified that files must be compatible with (and suggested to be tested using) MS Office 2007/2010.
- Discussion of whether presenters should be required to submit files prior to the conference, to be accessed from a central source during sessions. Council decided that the procedural challenges of implementing the plan are too great given the available resources. Instead, presenters will receive a summary of best practices along with their confirmation email. Council will draft best practices document before next meeting.
- CHSS has indicated their intention to hold their college meeting on R&S Day in the atrium rather than the room reserved for them in the Student Center. Council agreed that this would reduce poster traffic and overall cohesion of the event. A letter to all

Deans will be drafted to encourage them to use the rooms reserved for the event. Feedback on draft will be given by Council members electronically before next meeting.

- Artwork for the R&S Day flyer was viewed for approval. Council's preference was for the orange/black bird, though suggestions for modification were proposed by several members. Alon will communicate this feedback to the artist and circulate the final version for approval.
- Guidelines for moderators document needs to be finalized. Council will submit feedback on current document electronically before next meeting.
- The need was mentioned to publicize the fact that there will be a limited number of slots for talks, the balance being assigned poster presentations. Bates will add a note to this effect to outgoing announcements.

4. Other Charges

Gilley reminded representatives to seek feedback from their colleges/units to include in a letter to the senate and administration in fulfillment of the Council's 1st standing charge. Target date for a complete draft of this document is the end of February.

As members needed to go to their 2:00 p.m. classes, the meeting was adjourned at 1:55 p.m.