State University of New York Polytechnic Institute
Committee on Research, Scholarship and Creative Work - Zoom Meeting Minutes
12:30 pm-1:30 pm, March 3, 2022

The minutes are recorded by Lynne Longtin.

Members in Attendance
Iulian Gherasoiu   Chair College of Engineering
Ana Jofre   College of Arts and Sciences
Vijay Ramalingam College of Arts and Sciences
Lynne Longtin   College of Health Sciences
Daniel Hebert   College of Business Management
Robert Edgell   College of Business Management

Members absent: None

Invited Guest:
Rebecca Hewitt   Peter J. Cayan Library

1. Minutes of February 3rd meeting were approved by unanimous vote.

2. Agenda for the March 3rd meeting were approved by unanimous vote.

3. Student Project Showcase Discussion

    a. Showcase will be in person this year.
    b. Concern voiced regarding Backboard going away and no ability to have the presentations archived. Group would like to have a place to store the presentations within SUNY Poly.
    c. Ana offered the Virtual gallery as a possible solution, but mentioned that it would be labor intensive to have submissions on this site. Robert mentioned that Google forms could be used with a link from BB. Would also need a splash page with information regarding the Showcase, such as check this link, etc. The link would bring student to the google form. Students would be able to upload presentations and videos via the link.
    d. The decision was made to forget about the webpage for now.
    e. The Showcase will be available as in-person and online. Everyone will register with an abstract, but only those presenting virtually will submit the entire presentation via the Google form.

f. Library and CNSE have easels. There are 54 total easels. The preferred type of easel is the metal telescoping easel. The top number of easels needed for the Showcase were 72 one year. Suggestion was made to use fabric boards with push pins if unable to acquire the correct number of easels. Rebecca will check on the ordering information for the preferred type of easels.

g. Ana will work on the Splash page. Robert will work on creating the Google form. Robert discussed security related to Google forms.

h. Suggestion was made to use the monitors around campus to advertise the Showcase as well as paper posters.

i. Ana asked if we needed a new Domain name. Discussion regarding the domain name occurred. Ana stated that it does not take a lot of time to create a domain name. Ana volunteered to create a new domain name right away. The cost of the domain name also occurred. Several committee members offered to pay for the name. Ana stated that she would just pay for it now because that would be the easiest solution. The group discussed what the name should be with regards to length and clarity.

j. Vjay offered to test the webpage.

k. Iulian will send the announcement from last year to Ana and Robert. Ana will use the information from Kyle's mock webpage.

l. Robert will have GA help with the Google form. Will aim for early next week to be able to test the form.

m. Kyle will design the information for the monitor displays.

n. There are two deadlines. Registration opens March 18th. Registration closes April 18th and submissions have to be uploaded by April 20th. Students can go back to link after registering to edit and submit the presentation.

o. Kevin Volo designed the previous Showcase logo. Group liked the logo and would like to use it again this year.

p. Announcement will include the statement that the registration for the Student Showcase is now available.

4. Next meeting is Thursday, April 7th at 12:30 pm.
5. Meeting adjourned at 1:33 pm.