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**State University of New York Institute of Technology**
**Committee on Research, Scholarship and Creative Work**
**Meeting Minutes**
**12:30 pm-1:30 pm, February 2, 2023**

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Iulian Gherasoiu – Chair College of Engineering

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|---|---|
| Ana Jofre | College of Arts and Sciences |
| Vijay Ramalingam | College of Arts and Sciences |
| Lynne Longtin | College of Health Sciences |
| Zhanjie Li | College of Engineering |
| Robert Edgell | College of Business Management |
| Felipe Henao | College of Business Management |

1) Agenda Approved

2) Juan Question - are we still pursuing a separate website?  Yes.

3) Student showcase:  Set showcase for April 28.   Deadline for students to register will be **April 21**.

4) Action items on showcase:
   a) Update Student showcase website (Ana) - include note on COVID
   b) Set up entry form (Ana)
      i) Poster size instructions: must be 36"x24"
   c) Advertise showcase - community mailer (Iulian)
   d) Ask Provost for a new large format color printer (Lynne)
   e) Planning in for in person show:
      i) Reserve location - CGAM (Iulian)
      ii) Poster boards / Printing  (Juan)
         (1) Find out from library what they can print.
         (2) Tell them about the Student Showcase on April 28, so they will need to be prepared to print many posters the week before.
         (3) Need easels or stands for posters from the library (estimate 30)
         (4) Need 36"x24" poster boards (estimate 30)
      iii) Food/reception (Ana - Iulian give the account number)
         (1) April meeting agenda should discuss food/reception
   f) Organize judging protocol and organize judge volunteers. (Zhanjie)
   g) Planning for awards - make sure there are funds for awards and connect with the provost.  (Lynne)

5) Website action items
   a) Iulian send Ana account info

b) Need some kind of labor help - student (work study or GA).  Action item: Find funding for student.
c) Plan homepage and faculty resource page
d) Need to decide on content management system (wordpress)