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

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
Zhanjie Li	College of Engineering
Felipe Henao	College of Business

1) Agenda Approved

2) Iulian was in contact with the Engineering Department because they want to coordinate the **engineering fair** event with the Student Project Showcase event.

3) Felipe: reserved the following rooms for the student showcase DON: G172, G101, 102, 106.

   Comments:
   - Felipe should eliminate the reservation for G106 since it is a very small space.
   - Ana: recommends having very good signs to guide attendants to move from G172 to the other rooms.
   - Iulian volunteered to find out if the hallway on the ground floor of DON can be booked, but seems unlikely given that it is not a specific room.

4) The committee reviewed and suggested small amendments to the Student Project Showcase **Announcement**, like explicitly putting room G172 which is where the main event will take place.

5) The committee reviewed the **schedule** for the event. The schedule looked good.

6) Comments about the event's **website**:
   - Ana will add some details about event prices (e.g., there would be cash prizes for the best posters in each category and overall), and the desired dimensions for the posters to the event's website.
   - Vjay: recommends publishing after the event the list of people that wind prizes to increase the transparency of the event.
   - Iulian: recommends adding 3 separate categories in the registration form since they involve different activities. The categories would be Academic posters, Demonstrations, and Lightning talks.

7) Comments about the group website:
   - Ana: we need to have resources and define who will be in charge of updating the website.
   - Iulian showed a prototype for the website he is building for it.
   - Resources need to be found to host the website and have its own domain, in a way that is sustainable, and not associated with a specific faculty member.
   - The committee is going to start working on a post to look for a student (as a work-study) to help with the website. Someone with good communication, writing, and web searching skills to work on this.