

Centers & Institutes Directors

Minutes: September 27, 2013

C&I Directors present: Dr. Waleed Farag, Institute for Information Assurance
Dr. Victor Garcia, Mid-Atlantic Addiction Research & Training Institute
Dr. Dennis Giever, Center for Research in Criminology
Dr. Mary Anne Hannibal, Center for Teaching Excellence
Dr. Krish Krishnan, Center for E-Commerce & Technology Support
Dr. Carl Luciano, Biotechnology Research Institute
Dr. Phillip Neusius, Archaeological Services
Dr. Louis Pesci, Highway Safety Center
Ms. Ellen Ruddock, Center for Family Business
Dr. Timothy Runge, Child Study Center/Center for Gifted Education
Ms. Karen Stein, Speech, Language & Hearing Clinic
Mr. Robert Wilson, Institute for Mine Mapping, Archival Procedures & Safety

Others attending: Dr. Hilliary Creely, Asst Dean for Research, School of Graduate Studies and Research

Updates

- Dr. Creely announced that the 2012-2013 C&I Annual Report is live on the website (www.iup.edu/research/centers). She thanked the directors for submitting detailed reports. The C&I Advisory Board is working on an updated annual report template, which will be discussed at a future C&I Directors meeting. Dr. Creely encouraged the C&I directors to contact her with their suggestions for this template.
- The 5-Year C&I Reviews were completed last academic year. During this academic year, Dr. Creely will work with the C&I Advisory Board and the C&I directors to update the 5-year review template. The tentative plan is to begin the next round of 5-year reviews in 2014-2015, requiring some centers to be reviewed after four years instead of five.
- The Applied Research Lab (ARL) is no longer a university center, and the coordinator position was eliminated due to budget cuts in the School of Graduate Studies & Research. However, the ARL is still open as a graduate assistant-run center, and is relocated in 107B Stright Hall. The Pennsylvania Center for Statistics Education has contracted with the School of Graduate Studies & Research to provide assistance to clients whose needs are beyond the knowledge of the ARL graduate assistants.

New Business

- Dr. Creely said that the C&I Advisory Board met recently and discussed the following ideas for this year's C&I Directors meetings:
 - Succession planning and the need for co/assistant directors in the C&I
 - Human Resources representative to discuss emerging policies for working with minors
 - Revising the C&I 5-Year Review template
 - Revising the C&I Annual Report template

- Grant writing assistance (invite Peter Luetkehans)
 - Customized Ektron training
 - PASSHE legal Q&A with Suzanne Williamson
- With the departure of Dr. Adrian Wisnicki from IUP, the Research Institute Advisory Board is in need of a C&I Director to represent the group. Dr. Neusius volunteered to do this.
 - Dr. Creely distributed the Draft Supplemental Payment Form, which is a fillable PDF form. The form, when approved by appropriate channels after feedback from the C&I and other stakeholders, will replace the Continuing Education, Centers & Institutes Contract Approval form. Dr. Creely asked the C&I directors who use this form to look at it, and to send her their comments. The form is a result of a working committee with representatives from all stake-holders. Differences in this form include:
 - The form is completed online.
 - The form can be signed electronically and routed by e-mail, or it can be printed and routed by mail.
 - The existing requirement that the form must be completed before work commences will be enforced. A very short grace period will be given for those who are not currently in compliance, but after this grace period ends (period dates to be determined) no late forms will be processed.
 - Forms for new employees are routed from the project director to Human Resources, and must be in HR a minimum of five days prior to the employee beginning work.
 - Forms are routed to Grants Accounting early in the process to confirm fund availability.

Dr. Creely hopes that the form will be approved and in use by Spring Semester 2014.

- Dr. Creely has asked the Center for Media Production and Research to assist the C&I again this year in updating their websites, and she will communicate that information to the C&I directors soon.
- Dr. Creely asked the C&I directors what they would like to discuss in this year's meetings.
 - Dr. Mack will attend the October C&I meeting and Dr. Creely urged the C&I directors to attend if possible.
 - Another idea is to invite Mike Powers to present at a meeting again this year.
 - Other ideas, described above, will be slotted into the C&I meeting calendar as guest schedules permit.

Respectfully submitted,
Jean Serio