

Centers & Institutes Directors Meeting

Minutes: October 11, 2011

C&I Directors Attending:

- Francisco Alarcon, Center for Statistics Education in PA
- Robert Boldin, Small Business Incubator
- Beverly Chiarulli, Archaeological Services
- Ed Donley, Software Development Center
- Don Gamble, Center for Career & Technical Personnel Preparation
- Victor Garcia, Mid-Atlantic Addiction Research & Training Institute
- Werner Lippert, Murtha Institute for Homeland Security
- Carl Luciano, Biotechnology Research Institute
- Christoph Maier, Applied Research Lab
- Ron Moreau, Government Contracting Services
- Stephen Osborne, Small Business Institute
- Tony Palamone, Small Business Incubator
- Lou Pesci, Center for Highway Safety
- Don Robertson, Center for Applied Psychology
- Ellen Ruddock, Center for Family Business
- Tim Runge, Center for Gifted Education and Child Study Center
- Dan Tannacito, American Language Institute
- Bob Wilson, Institute for Mine Mapping & Archival Procedures
- Adrian Wisnicki, Center for Digital Humanities & Culture

Others Attending: Hilliary Creely, School of Graduate Studies & Research

- The center five-year reviews are continuing this year, with the College of Humanities & Social Sciences centers scheduled for fall and spring semesters. The College of Natural Sciences & Mathematics centers will also be reviewed during spring semester. Eight centers are scheduled for reviews during fall semester, and seven will be scheduled during spring semester.
- The center directors decided that they would like to continue the practice of having one center director describe their center activities at each meeting. Dr. Osborne volunteered for the November 16 meeting, Dr. Boldin volunteered for the December 8 meeting, and Dr. Maier volunteered for an early spring semester meeting.
- Dr. Creely asked the center directors to review the distributed announcement for website assistance for centers and institutes (attached). This is an opportunity for center directors to get up to 40 hours of personalized, technical assistance with their websites. Applications are due to Dr. Creely by **November 14, 2011**. Ms. Ruddock said she hired a website consultant last year, who developed a generic list of helpful suggestions for website design. She will send that document to Dr. Creely, and Dr. Creely will distribute it to the center directors.
- Dr. Creely met with the C&I Advisory Board last month to discuss topics of interest for this year's center director meetings. She asked the center directors if they had other suggestions or concerns they would like to see addressed.

- The meeting agenda (attached) lists the tentative agenda topics.
- Dr. Creely suggested inviting a representative from the Research Institute to the November and December center director meetings. The plan is to provide the highlights from their “Nuts & Bolts” workshops. In November, the topic would be funding opportunities and in December, complex grant/contract issues.
 - Dr. Donley suggested an emphasis on regional funding opportunities.
 - Dr. Chiarulli asked if someone from the IUP Foundation office could be involved in that discussion. Dr. Tannacito said he would like to find a way to transfer funds from his IUP account to a Foundation account.
 - Dr. Creely said that perhaps a representative from the Grants and Special Funds Accounting office should attend the meeting also.
- Dr. Creely asked the directors if they would be interested in meeting with the Provost and/or Deans at a meeting in the spring semester. Dr. Chiarulli suggested discussing what role the Provost sees for the centers and institutes in the university strategic plan.
 - Mr. Palamone said that the Management Services Group is planning a 20 year event on November 17, which will celebrate those centers’ contributions to the community. The event is widely publicized and brings recognition to those centers. He suggested something similar for all centers.
- Dr. Creely said other ideas for meetings would be to invite Robin Gorman to discuss outreach and networking opportunities for centers, re-thinking the center’s involvement in the annual Research Appreciation Week, and introducing the electronic Continuing Education/Centers & Institutes Contract Form, which should be operational by spring.

Respectfully submitted,
Jean Serio

Announcement

Competitive Availability of Website Revitalization Assistance for IUP's Centers and Institutes

Background: In response to widespread interest among IUP Center and Institute directors for assistance with improving C&I websites, and the limited availability of resources for this purpose from both intra and extramural sources, the SGSR is providing support for select C&I to receive up to 40 hours each of personalized assistance from a pre-selected, pre-trained IUP web specialist.

Objectives:

- To provide, on a competitive basis, up to 40 hours of personalized assistance updating your C&I website
- To help IUP Center's and Institutes with targeted outreach to external (non-IUP) stakeholders
- To increase the presence, knowledge, future fundability, and business of IUP Centers and Institutes

Requirements: Submit a **1-page summary** describing, in as much detail as possible, your Center/Institute's desired website improvements. Among the elements that must be addressed in the summary are:

- Description of current status of the website
- Description of the specific desired website changes (information/resources to be added/removed, model websites to emulate, etc)
- Description of the future commitment to maintaining the revitalized website
- Description of desired outcome from website improvement, including information about specific benefit to the Center/Institute and how effectiveness will be measured
- Description of the planned audience for the updated website, including why this audience is significant to the Center/Institute

Deadline: All applications must be received by close of business on Monday, November 14, 2011

To submit your application and/or ask questions about this announcement, please contact Hilliary Creely, Assistant Dean for Research (HCreely@iup.edu)

C&I Director's Meeting
October 10, 2011, 11:30AM
Oak Room A

AGENDA

Updates:

- C&I Reviews 2011-2012

Feature C&I

- T.B.D.

New Business:

- Competition Announcement: Website Assistance (see attached)
- Upcoming C&I Meeting Agenda Topics (tentative schedule)
 - o November: Finding funding (Research Institute)
 - o December: Complex grant/contract Q&A (Research Institute)
 - o January: Provost & Deans Q&A (tentative)
 - o February: Outreach & networking opportunities (PTC, PA Chamber—tentative)
 - o March: Best Practices Wiki (tentative)
 - o April: Research Appreciation Week (event T.B.D.)
 - o May: CECI forms/Perceptive software (tentative)
- Call for Feature C&I

Director-submitted agenda items

Any other business

Adjournment