

C&I Director's Meeting  
September 23, 2010, 12:00PM  
HUB, Monongahela Room

## **AGENDA**

Introductions

Review "Guidelines for Five-Year Review of Centers and Institutes" (handout)

Presentation and Discussion of Planned Review Process

- 2010-2013 Review Plan (handout)
- Step-wise Review Process (handout)
- Report Template (handout)

Feature Presentation: Dr. Mary Anne Hannibal, Center for Teaching Excellence  
<http://www.iup.edu/teachingexcellence/default.aspx>

Director-submitted Agenda Items

Other Business

- C&I Annual Reports - 11 not submitted
- Research Website Upgrade - Nov 1

Next Meeting: October 15, 12:00 noon - HUB Monongahela Room

- Guidance Document re: Establishing, Maintaining, and Redirecting/Eliminating C&I

Adjournment

# GUIDELINES FOR FIVE-YEAR REVIEW OF CENTERS AND INSTITUTES

Approved by Center and Institute Directors May, 2010

- A team is assigned to review each center. The team consists of three people; one from the C&I Advisory Board, one from the School of Graduate Studies & Research, and one from the center's administrative unit.
- In accordance with IUP's Policy, Guidelines and Procedures for Centers and Institutes, the School of Graduate Studies and Research will develop a schedule of periodic evaluation of centers and institutes. Centers and institutes will be placed on a staggered review schedule so that approximately one-fifth of all centers and institutes will be reviewed for each year of the five-year cycle. To the extent possible, centers and institutes located within the same organizational unit will be reviewed as a group to maximize the involvement of the academic officer leading that organizational unit.
- The team uses the following questions for the evaluation:
  - What is this center's unique contribution to the campus? What would be lost to the campus and to research if this center did not exist, i.e., does this center "add value" to the campus?
    - Discussion points:
      - Centers and institutes increase intellectual excitement on the campus.
      - Centers and institutes can enable students to work closely with faculty on projects of educational value.
      - Centers and institutes can bring external funding into the university in the form of fees, contracts, and grants.
      - Centers and institutes stimulate faculty to become more involved in their professions, in research, and in writing proposals for extramural funding.
      - Centers and institutes enhance IUP's services to both internal and external constituencies, including the Commonwealth and the nation.
      - Centers and institutes facilitate multidisciplinary and interdisciplinary approaches to important topics and concerns.
  - What are the center's plans for future activities?
    - If the center has been inactive, are there plans for activity in the coming year?
  - What can the university do to assist in the continuation of the center's activities?
- The team meets with the center director for the evaluation interview.
  - The discussion points for the interview should be sent to the center director in advance. The director may include additional questions and issues.
  - The center provides annual reports from the previous five years, and any reports to funding agencies, to the team in advance.
- The team report is provided to the head of the center's administrative unit and the dean of the School of Graduate Studies and Research.

### **3-Year Plan for Accelerated Review of IUP's Centers and Institutes(C&I)**

#### **2010-2011:**

C& I to Review:

**College of Education & Educational Technology** (9 C&I; to be reviewed in October, November, February, and March)

**Academic Affairs** (2 C&I; to be reviewed in March)

**Fine Arts** (2 C&I; to be reviewed in April)

**Student Affairs** (1 C&I; to be reviewed in April)

TOTAL = 14

#### **2011-2012:**

C& I to Review:

Humanities & Social Sciences (11 C&I, including the Institute for Mine Mapping)

Natural Sciences (5 C&I)

TOTAL = 16

#### **2012-2013:**

C& I to Review:

Business (8 C&I)

Health and Human Services (6 C&I)

SGSR (2 C&I)

TOTAL = 16

## **Step-wise Process for Review of Centers & Institutes**

- Appointments made with C&I Directors for review interview; Interview questions sent
  - See bulleted questions in “Guidelines for Five-Year Review,” see also “Report Template”
- Annual reports (5 years) pre-populated in folders on X-drive (1 folder per Center or Institute); C&I directors invited to add financial reports sent to funding institutions and also invited to submit additional materials to their folders
- Review team assembled (review team = 1 C&I board member, 1 SGSR member, and 1 member appointed by appropriate academic unit)
- Reviews conducted in 30-minute interviews throughout the months of October, November, February, March, and April
- Descriptive report written for each C&I; see “Report Template”
- C&I given 1 week to correct factual errors and, if desired, submit 1-page supplementary commentary
- Deliver report to Dean, SGSR and Dean, appropriate academic unit
- Deans meet and discuss