

## **Centers & Institutes Directors**

**Minutes: September 23, 2010**

C&I Directors present: Dr. Francisco Alarcon, Center for Statistics Education in PA  
Dr. Beverly Chiarulli, Archaeological Services  
Dr. Ed Donley, Software Development Center  
Mr. Don Gamble, Center for Career and Technical Preparation  
Mr. Sam Gualardo, PA-OSHA Consultation Program  
Dr. Mary Anne Hannibal, Center for Teaching Excellence  
Dr. Krish Krishnan, Center for E-Commerce and Technology  
Mr. Steve Loar, Center for Turning and Furniture Design  
Mr. Ron Moreau, Government Contracting Assistance Program  
Mr. Stephen Osborne, Management Services Group  
Mr. Eric Palmer, Excellence in Entrepreneurial Leadership (ExcEL) Center  
Mr. Tony Palamone, Small Business Development Center  
Mr. Eric Palmer, ExcEL (Excellence in Entrepreneurial Leadership) Center  
Mr. Louis Pesci, Highway Safety Center  
Dr. Donald Robertson, Center for Applied Psychology  
Dr. Tim Runge, Center for Gifted Education and Child Study Center  
Dr. Dan Tannacito, American Language Institute  
Mr. Robert Wilson, Institute for Mine Mapping, Archival Procedures and Safety

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

Dr. Mack thanked the C&I directors for attending and introduced Dr. Hilliary Creely, the new Assistant Dean for Research. Dr. Creely earned her JD degree from University of California-Berkley and her PhD in molecular biology from Brown University. She joined the School of Graduate Studies and Research on August 1, 2010, and we are very lucky to have her. Dr. Mack said that 25 percent of Dr. Creely's job will be working with IUP's 46 centers and institutes. A large portion of that time will be spent on overseeing the five-year reviews of the centers and institutes. (See attachment: Guidelines for Five-Year Review of Centers and Institutes.)

- Presentation and Discussion of Planned Review Process

Dr. Creely said that the C&I Advisory Board met recently to discuss the process for implementing the five-year reviews. She will oversee an accelerated plan for the next three years, with plans to review 14 centers this academic year, 16 centers during academic year 2011-12 and 16 centers during academic year 2012-13. (See attachment: 3-Year Plan for Accelerated Review of IUP's Centers and Institutes.) The five-year reviews will begin in October 2010, and Dr. Creely outlined the process for the review mechanism. (See attachment: Step-wise Process for Review of Centers & Institutes.)

Dr. Mack said the goal of the five-year review is to focus on improvement. Dr. Chiarulli (referring to attachment: Centers and Institutes Review: DRAFT Report Template) said it looked like the main goal was to determine if someone is answering the phone. Dr. Robertson, who is a member of the C&I Advisory Board, said the “Background Information” part of the review template was not discussed by the Board. Dr. Creely said the Advisory Board would discuss the Draft template at their next meeting. Mr. Loar said he thought the background information section seemed reasonable.

Dr. Alarcon asked who is on the Advisory Board. The C&I Advisory Board currently consists of Dr. John Benhart (College of Humanities & Social Sciences), Mr. Steven Loar (College of Fine Arts), Dr. Stephen Osborne (Eberly College of Business), Ms. Karen Stein (College of Education), Mr. Ron Moreau (Eberly College of Business), Dr. Don Robertson (College of Natural Sciences) and Mr. David Zacar (College of Health & Human Services).

Dr. Donley asked if the response time for the center director to respond to the team report could be changed to two weeks. Dr. Creely said yes. The Advisory Board will meet before the next directors meeting and incorporate the suggestions made by the directors to the final Step-wise Process and Report Template documents. These will be distributed to the center directors before the reviews begin.

- Feature Presentation: Dr. Mary Anne Hannibal, Center for Teaching Excellence
  - [www.iup.edu/teachingexcellence](http://www.iup.edu/teachingexcellence)

Dr. Hannibal distributed the CTE flowchart and nice CTE coasters to everyone. She said the Center for Teaching Excellence is funded by the Provost’s office, with a faculty director appointed at 50% for a three-year term. She briefly described the functions of the CTE. The CTE has an advisory board, conducts new faculty orientation each year, and oversees the Reflective Practice Project. Dr. Krishnan asked if the CTE has looked at online education issues (not the technology part). Dr. Hannibal said that CTE hosted a week-long seminar on online pedagogy last spring. Dr. Chiarulli asked if the CTE offers any research information to faculty. Dr. Hannibal said that some of the teaching circles address research.

- Other Business
  - Marketing

Dr. Mack asked if any centers need help with marketing. Many center directors said they would like help with advertising to large and small companies, school districts, and parents. Dr. Tannacito said he would like technical assistance with his website. Dr. Mack told the directors to email Dr. Creely ([hcreely@iup.edu](mailto:hcreely@iup.edu)) with their marketing needs.

- Research Website

Dr. Creely said that the Research website is undergoing a major upgrade which is scheduled for roll out on November 1. Centers and Institutes will be much more prominent on the website and she asked the directors to be sure their websites (which are direct links) are up to date.

- C&I Annual Reports

Dr. Creely reminded directors who have not submitted their annual reports that these reports are mandatory and she will follow up with deans and unit directors of centers who do not submit the report.

- Items for Next C&I Director's Meeting

The next C&I Director's meeting is scheduled for October 15, 12:00 noon in the HUB Monongahela Room.

Dr. Chiarulli suggested the group should identify the top problems that they encounter with the operation of their centers, e.g., hiring personnel, SAP, purchasing, etc. Dr. Mack said he is working to find solutions to these problems. Mr. Palamone described his recent, very frustrating experience with hiring, and several center directors agreed and related similar experiences. Dr. Chiarulli said these problems have existed for a long time and no one has found a solution. Dr. Mack said it is easier for a center director to have the Research Institute handle hiring, purchasing, etc., but not always possible. He would like to make it possible for all grants to be expensed through the Research Institute. It was agreed that hiring personnel is a major problem and should be addressed at the next meeting.

Minutes submitted by Jean Serio

9/23/10

## **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

## Centers and Institutes Review: **DRAFT** Report Template

**Center/Institute Name:**

**Director Name:**

**Date of Review:**

**Reviewers:**

### **BACKGROUND INFORMATION**

**5-years of Annual Reports (Y/N)**

Explanation, if any:

**Website (Y/N)**

**If yes, does the site appear to provide current information? (Y/N)**

**Contact Information (e.g. address, phone #, name of contact person, office hours) (Y/N)**

**If yes, does the information appear to be current? (Y/N)**

|   |                                     |
|---|-------------------------------------|
| Office hours are listed, and Center and Institute personnel are available during those hours                    | Always Sometimes Occasionally Never |
| Telephone is answered same day message is received  | Always Sometimes Occasionally Never |
| Email is answered within three days of receiving it   | Always Sometimes Occasionally Never |
| Written requests are responded to within three working days   | Always Sometimes Occasionally Never |
| The center or institute has a mission statement and goals or objectives, as required by IUP Policy <sup>1</sup> | Y/N                                 |
| There is evidence that there is a need for the services provided <sup>1</sup> , as required by IUP Policy       | Y/N                                 |

### **SUMMARY**

1. Describe your center's or institute's **unique** contributions to campus, and define what would be lost of your center or institute did not exist.
2. Specifically, in your center or institute.....
  - a. Can students work closely with faculty? If so, please document the number of students and perceived value to the students for this work.
  - b. Does the center operate on a financially 'self-supporting' basis, as required?<sup>1</sup>
  - c. Does your center or institute charge for services? If so, have the fees been reviewed and approved by IUP?
  - d. Does your center have 'comprehensive plans for exploring and/or securing external grant and contract funding', as required?<sup>1</sup>
3. What are your plans for future activities? If your center has been inactive, how do you plan to reinvigorate it?
4. How can the University assist with continuation of the C/I's activities? Assume for FY 2010-2012 that IUP's ability to financially support centers and institutes is limited.
5. Other information C/I Directors wishes to include.

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<sup>1</sup> <http://www.iup.edu/page.aspx?id=6135>