

Centers & Institutes Directors Meeting September 9, 2014

C&I Directors: Francisco Alarcon, Center for Statistics Education
Lisa Bash-Ward, Institute for Athletic Sports Camps
Ed Donley, Software Development Center
Victor Garcia, Mid-Atlantic Addiction and Research Training Institute
Barney Knorr, Center for Career and Technical Personnel Preparation
Krish Krishnan, Center for E-Commerce and Technical Support
Steve Loar, Center for Wood Turning and Furniture Design
Mark McGowan, Child Study Center
Ron Moreau, Government Contracting Assistance Program
Phillip Neusius, Archaeological Services
Kelli Paquette, Literacy Center
Lou Pesci, Highway Safety Center
Mark Piwinsky, Center for Media Production and Research
Ellen Ruddock, Center for Family Business
Ken Sherwood, Center for Digital Humanities and Culture
Stephanie Taylor-Davis, Center for Teaching Excellence
Jeff Wacker, IUP Community Music School
Veronica Watson, Frederick Douglass Institute
Dan Weinstein, Center for Digital Humanities and Culture
Bob Wilson, Institute for Mine Mapping, Archival Procedures and Safety

SGSR: Hilliary Creely, Assistant Dean for Research

Updates

- The **2013-14 C&I Annual Report** was posted to the website:
<http://www.iup.edu/page.aspx?id=5481>
 - All centers have now completed and submitted their annual report.
 - Dr. Driscoll has read it and asked that the summary report be reconfigured so that reporting among centers is more consistent.
- All centers submitted their draft **Strategic Plans** by the July 14, 2014 deadline. The C&I Advisory Board reviewed each center plan and provided feedback to the center directors. Only a few centers still need to submit a final version by the October 1, 2014 deadline.
 - Any center director that wishes to revise their plan may do so.
- The **2014-15 annual reports** are due on May 15, 2015, using the new template.
 - Centers whose activities occur during summer 2015 will report on those activities in their 2015-16 annual report. However, any preparation for those activities occurring before May 15, 2015 should be reported in their 2014-15 annual report.
 - Some centers will find it difficult to report on the academic year instead of the fiscal year. The advantage of reporting at the end of the academic year is that it allows the college deans and division vice presidents to use the information from their centers' reports in their college/division annual report.
- The form for **changing the name of a center, redirecting a center's mission, or closing a center** was distributed and is attached to the minutes. The Center for Rural Gifted Education was closed on 9/09/2014 using this procedure.
- Dr. Creely will meet with the C&I Advisory Board to begin the process of **revising the Centers and Institutes Policies, Procedures and Guidelines**. She will bring their suggestions to an upcoming C&I Directors meeting for discussion.

New Business

- The summer deadline (July 15, 2014) for the **current draft strategic plan** was difficult for center directors who are also faculty. Dr. Creely suggested either eliminating the requirement of submitting a draft plan or moving that deadline to mid-September. The disadvantage of that plan is that it will be more difficult for center directors to meet with their dean/vice president in late August or early September.
 - The next strategic planning document should be less labor-intensive than the current document, since some of the goals will remain the same.
 - Dr. Creely said that two deans have already begun to map their centers' strategic plans to their college strategic plans, using TracDat.
 - Mr. Knorr said his center's objectives must comply with the funding agency's objectives. Dr. Creely said this will be the case for several centers.
- Dr. Creely will generate and distribute a RFP for centers to apply for **funding for marketing**. In addition to website assistance, through the Center for Media Production and Research, there will be funding available for other activities.
 - Dr. Watson said her center could use help with website maintenance.
 - Dr. Piwinsky said it was likely that his center could provide that assistance. His center can also develop marketing videos for websites. In addition, they can produce IUP-TV commercials for centers that want to market their services to the local community. They are currently working on a commercial for the Biotechnical Research Institute.
 - Dr. Creely said that center directors can always use the Applied Research Lab if they would like assistance with a survey.
- Dr. Creely asked if the current model of **lunch-time meetings in the Oak Room**, on different days of the week, was satisfactory. Not many comments were offered, so she will send a quick email survey to the C&I list-serv.
- Dr. Creely asked for suggestions for **C&I Directors meetings** this year. Suggestions included inviting someone from a different institution who has created and grown a center; inviting someone from the IUP-RI to discuss external grants and contracts; and inviting someone from the Office of Institutional Advancement.
 - Dr. Creely asked the directors to send relevant contact information for potential guest presenters to her.

Respectfully submitted,
Jean Serio