

Centers & Institutes Directors Meeting September 11, 2015

C&I Directors: Lisa Bash-Ward, Institute for Athletic Sports Camps
Robert Boldin, Management Services Group and Small Business Incubator
Bill Chadwick, Archeological Services
Victor Garcia, Mid-Atlantic Addiction, Research and Training Center
Dennis Giever, Center for Research in Criminology
Jeff Grim, Institute for Rural Health and Safety
BA Harrington, The Wood Center at IUP
Derek Hatfield, Center for Applied Psychology
Stephanie Keppich, Center for Media Production and Research
Barney Knorr, Center for Career and Technical Personnel Preparation
DeAnna Laverick, Literacy Center
Carl Luciano, Biotechnology Research Institute
Tony Palamone, Small Business Development Center
Lou Pesci, Institute for Rural Health and Safety
Amanda Poole, Center for Northern Appalachian Studies
Ellen Ruddock, Center for Family Business
David Smith, Institute for Information Assurance and Software Development Center
Karen Stein, Speech, Language and Hearing Clinic
Jeff Wacker, IUP Community Music School
Bob Wilson, Institute for Mine Mapping, Archival Procedures and Safety

SGSR: Hilliary Creely, Assistant Dean for Research

Updates

- As reported to the C&I directors in an earlier email, both the IUP president and provost were pleased with the new process of C&I annual reporting, which includes submitting goals and then submitting the progress made toward those goals.
 - However, both the president and provost expressed a need for a more consistent summary of activity (the last page of the report and table).
 - Dr. Creely will meet with the C&I Advisory Board to work on developing some standardized definitions and revising the table and will bring their suggestions to a future C&I directors meeting.
 - Last spring, Dr. Creely sent a Qualtrics survey to the C&I directors to get their input on the new method of planning/goal-setting (i.e. the first step in our new, two-step annual planning and reporting process). The response was strongly in favor of the new process. The same template will be used for the 2015-2016 C&I plan document and it is available on the webpage: http://www.iup.edu/templates_old/page.aspx?id=175735
 - If the goals from a 2014-2015 plan were long term and are not yet complete, they should be included on the 2015-2016 plan. Use this opportunity to review your goals and set new ones if appropriate—the goals/plan is meant to be useful to you and your department, college, and unit.
 - C&I directors must obtain their dean's (or their representative's) signature, and submit the plan to Dr. Creely by October 1, 2015. The plan can come directly from the C&I director, or from the dean.
 - Later this semester, Dr. Creely will send out a Qualtrics survey on the new method of annual reporting (i.e. the second step in our new, two-step annual planning and reporting process). She realizes that it was a difficult template to work with this past spring, and she looks forward to any suggestions the C&I directors have to make it

less cumbersome.

- Dr. Creely met with the C&I Advisory Board recently to discuss the plans for this group's activities.
 - The "Policy, Guidelines and Procedures" for the Centers & Institutes (<http://www.iup.edu/page.aspx?id=6135>) is a 1998 document that should be revised. The Advisory Board will work on those revisions and bring them to a future C&I directors meeting for approval. The revised C&I policy will then be sent to the University Senate for approval.
 - The annual report template will be revised to improve the clarity and consistency of the information provided in the summary, with respect to sources of support, clients served, contracts or grants generated, etc. The new template will be brought to the C&I directors for input and approval.
 - Mr. Palamone said that the President's goals for 2015-16 are new, so the goal statement must be mapped to the new university goals. He also said that centers provide an applied experience for students that is part of the president's vision statement (<http://www.iup.edu/president/svp/default.aspx>).
 - Dr. Creely said that C&I directors can map their goals to many of the university's strategic plan goals (<http://www.iup.edu/page.aspx?id=184074>) and should also review their college and department strategic plans. Dr. Creely said that a statement about student knowledge and experience gained from the C&I could be added to the comprehensive C&I annual report.

New Business

- Marketing funds will be available again this year. An announcement will be e-mailed to the C&I directors soon about submitting proposals for up to \$1000 to be used for marketing purposes.
 - Ms. Keppich said that some of the projects that involved hiring her center to help with C&I marketing have not been completed.
- *IUP Magazine* is always looking for good feature stories. Please contact Dr. Creely if you are interesting in having your center recognized in this publication. Dr. Creely serves on the *IUP Magazine* advisory board and she will advocate for better recognition of the achievements of the C&I.
- Dr. Creely suggested a couple of possible topics for this academic year's C&I director meetings:
 - Present the proposed revisions of the C&I policy and the annual report form.
 - Invite the IUP President or Provost to discuss the specifics of what they would like to see in the annual reports and how C&I can support the mission and goals of the university.
 - Dr. Pesci suggested inviting someone from Human Resources to discuss the payment of temporary employees. Ms. Bash-Ward agreed that the process is very cumbersome and should be streamlined.
 - Dr. Creely said she will contact the Human Resources and Payroll offices to see if the option of a pool of employees can be utilized. She said that a meeting topic could be the supplemental pay process for the C&I directors who are interested in this.
- Dr. Creely asked for a volunteer to represent the C&I on the IUP-Research Institute Advisory Board. Dr. Pesci volunteered and his nomination was unanimously approved by the C&I directors present.

Respectfully submitted,
Jean Serio