

## Centers & Institutes Directors

Minutes: February 3, 2014

C&I Directors present: Dr. Larry Feldman, Center for Statistics Education  
Ms. Lisa Bash-Ward, Intercollegiate Athletic Institute for Sports Camps  
Dr. Dennis Giever, Center for Research in Criminology  
Dr. Phillip Neusius, Archaeological Services  
Dr. Carl Luciano, Biotechnology Research Institute  
Ms. Karen Goltz Stein, Speech, Language, and Hearing Clinic  
Dr. Louis Pesci, Highway Safety Center  
Dr. Amanda Poole, Center for Northern Appalachian Studies  
Ms. Jane Potter-Baumer, Community Music School  
Dr. Kenneth Sherwood, Center for Digital Humanities & Culture

Others attending: Dr. Hilliary Creely, Assistant Dean for Research, SGSR

### Updates

- Dr. Creely informed the C & I directors that the Supplemental Payment Request Form (which replaces the CECI carbon form) is now live and carbon copy forms are no longer needed.
  - Dr. Creely reminded the C & I directors that these forms need to be filled out **before** the service or work is started.
  - There is a one semester grace period for any existing CECI that have not been approved.
  - There was a news item on IUP's website about the new form that can be found here: <http://www.iup.edu/newsItem.aspx?id=166092&blogid=3841>
  - The new form and instructions can be found here: <http://www.iup.edu/page.aspx?id=104071>

### New Business

- Dr. Creely introduced a first draft of a proposed 5 year review template for the C & I.
  - Dr. Timothy Runge's comments via e-mail were explained to the directors via Dr. Creely. Dr. Runge said this: "One suggestion: to add question(s) regarding how the Center & Institute aligns with the mission of the department, college, and/or university. While this may come out in the second question, I wonder if a specific question to this effect is needed. Given the diminishing budgets and numerous (and appropriate) calls for streamlining what IUP does, perhaps this is a salient question to ask."
  - Dr. Giever suggested the implementation of a planning report component to the review process and also noted that the purpose of the report should be to show where each C & I is headed in the future.
  - Dr. Creely agreed with Dr. Giever and also noted that the report needs to be a synthesis of what the center has accomplished in the last five years and an analysis of how they were able to meet their goals; and what their goals are moving forward.
  - Dr. Neusius thought that the 5 year plans should summarize and establish new goals and where each C & I is each year and focus on the future, but that they shouldn't have to

- discuss the organization in the annual report each year, but rather be discussing if they are meeting their goals and if the goals have changed.
- Dr. Creely noted that the goals should be assessed each year so that it shows what progress is being made and what they might need assistance with from their college.
    - Ms. Basch-Ward agreed with Dr. Creely and added that the C & I should be looking at the past reviews in order to note the changes, and that it would help with the new five year template.
      - Dr. Creely then added that this review should be an analysis of the past five years, and that the C & I should remember the audience for these review reports, some of whom may not know the details about each center/institute, so that some basic background information is needed.
      - Dr. Creely also noted that when providing a data point in an annual report, it is important to also provide the value of that data point from previous years so readers can make comparisons.
  - Dr. Sherwood agreed with Dr. Giever's point. He also added that potentially the five year review could be incentivized so that the assessment has a tangible outcome and that directors will think more creatively about the reports when there is a potential internal benefit.
    - Dr. Creely responded to Dr. Sherwood and said that is exactly what happens since the reports are read by those in charge of funds and that the report should speak to how the center/institute needs to grow and how to serve the stakeholders better by making a case in the report.
    - Ms. Potter-Baumer noted that the draft should include that more people besides Dr. Creely read the report, that there should be a page limit, and that the bullets should mention that they are examples to the questions being posed and not individual things that need to all be answered.
    - Dr. Creely agreed with Ms. Potter-Baumer and also said that the questions don't all need verbal answers (which should be clarified in the next version of the template), but that graphs and visual aids are encouraged for data.
  - Dr. Giever then said that the approach to the reviews should be more evidence based. The goals C & I have should be noted in the yearly reports to track their progress and whether or not any goals have changed.
    - Ms. Potter-Baumer said that the reviews should map to the larger University goals. She also raised issues with the environmental scan section of the draft 5-year template. Dr. Sherwood agreed and said that the section should be a scan of the landscape and not of the organization.
    - Dr. Neusius noted that we need to make sure of why these forms are and how they link to goals or strategic planning, that they should be an analysis, and much shorter. Dr. Feldman agreed with Dr. Neusius because the C & I can list information with the guiding questions and it cuts down on the "copy/paste" problem that can come from yearly reviews.

- Dr. Geiver brought up the fact that there should be more feedback on the reports and goals before the Center's get started on accomplishing the goals in case the Dean/Department Chair has some suggestions.
  - Dr. Creely asked if it would be useful to create a planning document that the C&I could go over with their Dean (or appropriate division head) as a goal setting exercise as a unit. It was noted by Dr. Neusius that some Centers are already doing this so Dr. Creely suggested that those Centers could have their Dean let the committee know that this is already a practice and continue as usual.
  - Ms. Goltz Stein, Dr. Poole, and Ms. Potter-Baumer all think that an exercise like this is a great idea and that their centers could benefit from a meeting with their Dean or Department Chair.
- Dr. Poole asked is the strategic planning is in effect yet and if there are new goals.
  - Dr. Creely said that the vision is set but the goals are still being updated. She also said that the Centers can look towards the vision when setting goals. She then said that she will send around the academic affairs goals and the President's vision via email.
- Ms. Goltz Stein said that there should be conversations based on the template during the review.
  - Dr. Creely said that the meeting time will be used to further provide detail for the office to understand the data that is in the report.

Respectfully submitted,  
Amy Klemm