

Centers & Institutes Directors Meeting February 16, 2015

C&I Directors: Francisco Alarcon, Center for Statistics Education
Lisa Bash-Ward, Institute for Athletic Sports Camps
Lacey Fulton, Center for Media Production and Research
Dennis Giever, Center for Research in Criminology
Barney Knorr, Center for Career and Technical Personnel Preparation
Steve Loar, Center for Wood Turning and Furniture Design
Carl Luciano, Biotechnology Research Institute
John McCarthy, IUP Center for Creativity and Change
Phillip Neusius, Archaeological Services
Anthony Palamone, Small Business Development Center
Kelli Paquette, Literacy Center
Lou Pesci, Institute for Rural Health and Safety
Ellen Ruddock, Center for Family Business
Karen Stein, Speech, Language and Hearing Clinic
Stephanie Taylor-Davis, Center for Teaching Excellence
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

- Status of the SGSR – Keep Calm and Carry On. The president announced last week that Dr. Mack will be moved from the SGSR to a new unit, the Office of Extended Studies. Dr. Creely was told that the announcement of the new dean of the SGSR will be made in the next couple of days. She doesn't anticipate a change to the way the centers and institutes are currently structured and reporting. The physical placement of SGSR staff who will be moved to the Division of Enrollment Management has not been shared with Dr. Creely. [4/22/15 update: Dr. Randy martin was appointed SGSR Dean and took office in March; location of SGSR staff now reporting to Enrollment Management is still being determined].
- Funded marketing requests – Dr. Creely only received three requests for marketing assistance during the fall semester. This year's funding opportunity was more open in terms of eligible assistance, so she is wondering why there were so few requests. If a center director sent a request and has not had a response to it, please contact Dr. Creely. If a center director would like to make a request at this time, it will be considered for funding.

New Business

- Spring 2015 Objectives
 - Update C&I Policy – Last summer, Dr. Creely attended two president's cabinet meetings to discuss the centers and institutes. The current C&I policies, procedures and guidelines were written in 1986 and revised in 1998. In light of the new C&I evaluation process and a nonexistent process for closing, re-naming and/or changing the mission of a center, the president has asked that the C&I policy document be updated soon. Because several centers wanted to close, change their mission, and/or change their name, a pilot form was recently used successfully for this function. The goal is for an updated C&I Policy to be drafted

by the C&I Advisory Board, approved by the C&I directors, and approved by the University Senate. Dr. Creely met with the C&I Advisory Board last week, will meet with them again soon, and will bring a draft of the updated C&I policy to a future C&I directors meeting.

- Develop shared definitions and guidelines for reporting costs, income, value of services, etc., in annual reports – After reading the most recent C&I annual report during fall semester, Dr. Driscoll asked that the summary table be revised to reflect a more consistent report from the centers and institutes. The C&I Advisory Board will discuss this and create a draft for the C&I directors to review. Dr. Creely would appreciate any suggestions from C&I directors for a more meaningful chart with regard to their center's activities.
- Status of the new planning/assessment process – We are now halfway through the first year of using our new planning/assessment process. This is the time to make changes to the document, if needed. Dr. Creely will be sending a Qualtrics survey to the C&I directors about the new form and process. In the meantime, she welcomes any questions and feedback.
- External Planning Expert? Dr. Creely met with an individual from the Indiana Borough Planning Office (Jeff Raykes) who is interested in the work of the centers and institutes. She thought the directors might be interested in having this person discuss their centers' plans. If there is interest, she will arrange for this Mr. Raykes to meet with groups of centers. The centers will be grouped by the services they provide.
- Dr. Creely will again offer spring grants C&I grants, and will send the announcement to the C&I directors in April.

Respectfully submitted,
Jean Serio



Centers & Institutes Closure, Redirection, or Name Change Form

Date: _____

Name of Center/Institute: _____

Director: _____

Instructions:

Provide today's date, name of center or institute, and name of director; check the appropriate box for the desired action (closure, mission change, name change) and attach any necessary documentation; consult with the SGSR to determine which signatures are required; secure required signatures; return completed form to SGSR, 114 Stright Hall.

Desired Action(s):

- Center/Institute Closure (attach 1-page summary of rationale for closure)
- Redirection of Center/Institute Mission (attach current mission, proposed new mission, and rationale for change)
- Center/Institute Name Change (attach current name, proposed new name, and rationale for change)

SIGNATURES (checked ones are required):

Required Date _____ Center/Institute Director(s) _____

Date _____ Department Chair _____

Department vote: _____ # yea; _____ # nay; _____ # abstain



- _____ Date _____ College Dean
- _____ Date _____ School of Graduate Studies and Research
- _____ Date _____ Provost and Vice President for Academic Affairs
- _____ Date _____ Vice President for Student Affairs
- _____ Date _____ President

LAST ONE PLEASE RETURN TO: Hilliary Creely, Assistant Dean for Research,
School of Graduate Studies and Research, 114 Stright Hall