

Centers & Institutes Directors

Minutes: February 24, 2011

C&I Directors present: Dr. Robert Boldin, Management Services Group
Dr. Beverly Chiarulli, Archeological Services
Dr. Ed Donley, Software Development Center
Mr. Don Gamble, Center for Career and Technical Personnel Preparation
Dr. Mary Anne Hannibal, Center for Teaching Excellence
Dr. Krish Krishnan, Center for E-Commerce and Technology Support
Dr. Erick Lauber, Digital Media Institute
Dr. Carl Luciano, Biotechnology Research Institute
Mr. Ron Moreau, Government Contracting Services
Ms. Ellen Ruddock, Center for Family Business
Dr. Karen Stein, Speech, Language and Hearing Clinic

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

- C&I Five-Year Review Status Update
 - Dr. Creely reported that five center reviews were conducted during Fall 2011 and ten reviews are scheduled for Spring 2011. The reviews are going well and the participants are learning a lot about the centers' activities and services. Each review team consists of a representative from the center's administrative unit, a member of the Centers & Institutes Advisory Board, and Dr. Creely. Dr. Creely was asked to provide the following review schedule.

3-Year Plan for Accelerated Review of IUP's Centers and Institutes

2010-2011: 15 centers and institutes

College of Education & Educational Technology (Oct, Nov, Feb, March)

Academic Affairs (March)

Fine Arts (April)

Student Affairs (April)

2011-2012: 16 centers and institutes

Humanities & Social Sciences

Natural Sciences

2012-2013: 16 centers and institutes

Business

Health and Human Services

School of Graduate Studies and Research

- Featured Center Presentation: Ellen Ruddock, Director, Center for Family Business
 - Ms. Ruddock gave a brief overview of the history of the Center for Family Business and the services that it provides. The center's primary goal is to assure that local, family-run businesses maintain success for future generations. The center sponsors programs in various locations in Western Pennsylvania that focus on the needs of these local businesses. Several local

companies provide financial support to the center because of the relationships that have been established over the years. When those relationships have been established, Ms. Ruddock asks for contributions to the center's IUP Foundation account. The contributions from the companies are 100% tax-deductible.

- Designing a process/procedure for redirecting, merging, classifying as dormant, placing on probation, or closing a center
 - Dr. Creely explained that there is currently no official procedure in place for the inactivation of a center. Centers that have closed recently have done so with the mutual agreement of the center director and college dean. However, if there is not a mutual agreement, this could lead to a problem. Dr. Creely asked for the directors thoughts on this matter.
 - Ms. Ruddock said that her center was dormant for two years, without a director, until she was appointed. Dr. Mack said he was concerned about a center's constituencies when a center becomes inactive. Ms. Ruddock said in most cases the clerical support would contact the center's constituents.
 - Several people agreed that because each center is different, it would be difficult to use the same criteria for inactivating a center. Mr. Moreau suggested that the center director, dean (or other administrator), and someone from the School of Graduate Studies & Research should discuss these situations on a case-by-case basis.
 - Dr. Chiarulli said that the annual reporting process could be improved. Because there has been no feedback, center directors might assume that the report is not being read and is not important. Dr. Mack said that the reports are being read by the deans and the provost, and that he has identified some needs and acted on them from the information provided in the reports.
 - Dr. Hannibal asked if a discussion with the dean is part of the five-year review. Dr. Creely said that the dean assigns a representative, usually an assistant dean, to serve on the review team.
 - Dr. Creely said she is unsure what the role of the School of Graduate Studies and Research should be in the process of closing/merging./etc centers. Dr. Chiarulli said that years ago the SGSR was very involved in establishing centers and helping them to find funding, and that is why the centers are housed both in the SGSR and in their administrative unit.
 - Dr. Lauber said that any budget or equipment that remains after a center closes should become the property of the department, college or administrative unit.

- The next Centers & Institutes Director's meeting is scheduled for March 24, 2011, at 11:30 AM in Oak Room A. Lunch will be provided.

Respectfully submitted,
Jean Serio