

Centers & Institutes Directors

Minutes: April 9, 2014

C&I Directors present: Dr. Carl Luciano – Biotechnology Research Institute
Mrs. Ellen Ruddock – Center for Family Business
Mr. Robert Wilson – Institute for Mine Mapping, Archival Procedures, and Safety
Dr. Derek Hatfield – Center for Applied Psychology
Dr. Dennis Giever – Center for Research in Criminology

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

Updates

- Dr. Creely began the meeting by letting the directors know that she has met with the Council of Deans and Academic Affairs Committee to present to them the new C&I documents for review (Planning document for goals, and new annual report—both sent to the C&I directors via email).
 - The Deans responded very positively to the documents and only had minor edits.
 - Per the fourth question on the one-page summary that was presented to the Deans (attached), Dr. Creely inquired about the repetitive nature of the five-year review now that the goals will be assessed each year. The Deans agreed that with the implementation of the new reporting/assessment instruments **there will now no longer be a five-year review for the C&I's.**

New Business

Strategic Planning Document (i.e. goal setting document)

- Dr. Creely went over the Strategic Planning Document and Annual Report Template that will be implemented late this Spring/Summer for use for the AY 14-15 goals.
 - The Deans/designees are willing to meet with the directors for the goal planning document.
 - Dr. Creely is setting a deadline of July to see a draft of the goals to go over them with the Advisory Board for the C&I's before the final due date for the goals October 1, 2014.
 - Dr. Hatfield inquired if the advisory board will review all the drafts.
 - Dr. Creely replied that yes, for this initial year, all the drafts will be reviewed by the Advisory Board so that there is a level of consistency in the quality of the goals being set by the C&I's. Dr. Creely will hold a separate meeting with the Advisory Board to see how they want to proceed with the draft review process.
 - Dr. Hatfield asked if the C&I's would be meeting with the Deans before the drafts are due to the Advisory Board.
 - Dr. Creely answered that yes, they will be meeting with the Deans (or designee) before they submit the drafts to the Advisory Board, then the final drafts will be due to the SGSR October 1, 2014.
 - Dr. Creely asked the directors present if there were any comments on the strategic planning document.
 - Dr. Luciano noted that it will be hard to tell if there are questions until they all have a chance to use the planning document for the first time.

- Dr. Creely agreed with Dr. Luciano and said that we can certainly revise the goal setting document next year if consistent questions/concerns arise with it during this first year of use.
- Dr. Creely noted that she will list the Academic Affairs goal on the document, but that the directors will need to contact their College/Department for their specific goals since they are not on the website.

Annual Reporting Document (i.e. new annual report template)

- Dr. Creely noted that next year (14-15) the new annual report document will be implemented
 - Mrs. Ruddock asked if the old template will be used one last time for this year and Dr. Creely replied that yes, **the existing annual report template will be used for the last time this year (attached).**
 - Dr. Creely explained that on the new annual report document that the dialog boxes can expand so directors can be as detailed as possible as they can include tables and other pertinent data.
 - The several questions on the new form are existing questions from the old form.
 - At the director's suggestion at the last meeting, we will be adding a page for the Dean's comments that will come to the SGSR and the directors, but will be removed before publication.
 - Dr. Creely went over page 2 of the document and noted that the Dean's wanted relevance of center work and goals to the community, etc., how effective the goals and center are to the mission of the university, etc., the return on investment of the center, and areas of improvement.
 - ❖ Dr. Hatfield asked if the Dean's will define "effective."
 - ❖ Dr. Creely replied that the Dean's will have the opportunity to describe their feedback on effectiveness.
 - ❖ Dr. Hatfield also asked if a goal or the outcome of a goal was less than satisfactory if that would be explained.
 - ❖ Dr. Creely replied that yes, the Dean's will definitely be given the opportunity to provide explanations for their feedback/assessment, as well as they goals that they would like to see for the next year.
 - ❖ Dr. Hatfield asked if the feedback will be given before the new goals are set, and Dr. Creely replied that yes, the goals are due in October and the feedback will happen shortly after May 15th.
 - Dr. Creely went over the last page of the document and noted that it is unchanged and that we need the same type of numbers as always so that the SGSR can compile all the collective C&I data for the President and other offices on campus that wish to see the combined impact of IUP's C&I.
 - Dr. Creely also told the directors that Dr. John Kilmarx suggested that if the director's would like information about their center's grantsmanship from the Research Institute that they can obtain this information. These reports would help reconcile all the information so that the Center's will know if things were double-recorded, or perhaps not recorded at all.
 - **The annual report this year will be due August 29th** and, as always, NO LATE REPORTS WILL BE ACCEPTED. The template will be sent out electronically (attached). Directors can submit earlier if they prefer, even before the fiscal year is

- over. If they submit early, they need to project activities for the rest of the fiscal year, or they can wait until after June 30th.
- Dr. Creely noted that the SGSR is not sure if we are doing C&I's grants this year, and that we will need to wait until the budget comes in to determine if a small number of grants will be given.
 - If grants become available, an announcement will be sent out electronically letting director's know how to apply for the grants (sent April 10/11; reminder sent April 24).
 - Dr. Hatfield asked how much the grants typically are for and Dr. Creely replied that they are usually around \$1,000.

Respectfully submitted,
Amy Klemm