

C&I Director's Meeting
May 7, 2013, 11:30AM
Oak Room A

AGENDA

Updates—2012-13 Year in review

- Website updates (7)
- C&I grants (8)
- Completion of ALL C&I reviews!!
- Interest groups experiment
- President's Community Engagement survey
- Budget picture for '13-'14

New Business

- Annual Reports—Suggestions & Deadline
 - o Imagine that the reader is not already familiar with the work of your Center or Institute--**what would the reader need to know about your mission, history, objectives, etc to appreciate the work you do?**
 - o Whenever possible, **quantify the services provided and include a several year trajectory.** For example, # clients served for each of the past 3 years, # hours of donated professional services, #students mentored, # projects completed, # workshops held, # attendees at events, etc
 - o Whenever it would be helpful to convey your point, feel free to supplement your narrative with select **pictures, tables, charts, graphs**, etc
 - o The "white space" on the report template is just a suggestion--you can expand it if that would help you showcase your center/institute's activities/accomplishments/etc.
 - o **The table on p. 4 should be completed by every C&I;** feel free to add notes to the table to help explain your table entries
 - o Reports are due via email August 30, 2013, 4:30 PM. **No late reports will be accepted.**
- Topics for next year's meetings
 - o Succession planning
 - o Developing a new review instrument for the next round of 5-year C&I Reviews
 - o Your ideas?

Director-submitted agenda items

Any other business

Adjournment
