

Centers & Institutes Directors

Minutes: April 6, 2012

C&I Directors Attending:

- Dr. Robert Boldin, Small Business Incubator
- Mr. Donald Gamble, Center for Career & Technical Personnel Preparation
- Dr. Dennis Giever, Center for Research in Criminology
- Dr. Krish Krishnan, Center for E-Commerce & Technology Support
- Dr. Christoph Maier, Applied Research Lab
- Mr. Ronald Moreau, Government Contracting Assistance Program
- Mr. Louis Pesci, Highway Safety Center
- Ms. Ellen Ruddock, Center for Family Business
- Dr. Timothy Runge, Child Study Center and Center for Gifted Education
- Ms. Karen Stein, Speech, Language & Hearing Clinic
- Mr. Robert Wilson, Institute for Mine Mapping, Archival Proc & Safety

Others attending: Dr. Hilliary Creely, Asst Dean for Research, School of Graduate Studies and Research

- **Updates**

- **Five Year Reviews** – All five-year reviews scheduled for academic year 2011-12 are completed, thereby meeting our goal to review two-thirds of the centers and institutes within 2 years. The last third will be scheduled during 2012-13 and will include the centers and institutes housed in the Eberly College of Business & Information Technology, the College of Health and Human Services, and the School of Graduate Studies & Research.
- **Website Assistance** – Dr. Creely hired a graduate student to work with the centers that applied for help in updating their websites. Several center directors expressed their satisfaction with the work, which is ongoing. Centers will be given an opportunity to apply for this assistance again in the fall semester of 2012.
- **C & I Spring Grants** – The announcement of C&I Travel and Special Projects funding was sent to all C&I directors via e-mail on March 20, 2012. The deadline for submitting the funding proposal is April 16, 2012.

- **New Business - C & I Annual Report Tips and Strategies**

- At the request of a center director, Dr. Creely has been providing feedback on the C&I 2010-11 annual reports, which were previously submitted. Several directors thanked her for these letters and are using them in their accreditation and auditing reports.
- **IMPORTANT NOTE:** A request for 2011-12 annual reports will be sent via e-mail to C&I directors in early June. The deadline for the completed annual report is **August 30, 2012. NO LATE REPORTS WILL BE ACCEPTED.** The reports will be compiled and distributed to the President, Vice Presidents, and Deans on **September 3, 2012.**
 - Centers and institutes that do not submit an annual report by the August 30 deadline will have a blank page in the annual report which states: “No reported submitted.”
 - The failure to complete an annual report is recorded on a center’s five-year review and is considered when a center submits funding proposals.
- Dr. Creely offered the following suggestions for completing the annual report.

- General advice—keep your audience in mind when writing and assume that the reader is only generally familiar with your services; feel free to expand sections beyond the white space provided (there is no page limit on annual reports); if it would be helpful in illustrating your accomplishments, include photos, tables, screen shots, or other graphics; quantify your accomplishments whenever possible and place them in context (e.g. 12% increase over last year; largest provider of service in the county, etc); consider keeping a piece of paper on your desk to jot down things that should appear on your annual report as they occur throughout the year.
 - Expand on the continuing and new activities questions (#1 and #2) on the template. Use these areas to describe your center’s work in reasonable detail - was there an increase in services, have you developed new relationships, etc?
 - Question #3 re. other information – list any awards or recognition the center has received, new marketing initiatives, etc.
 - Plans and needs for the upcoming year (questions #4 and #5) – this is where you should document the resources that you will need to move your center’s agenda forward. Don’t be shy about asking for what you need and helping the reader find creative ways to meet your needs.
 - Community relationships (question #6) – describe who you are working with now and your plans for those relationships.
 - Question #7 –
 - Personnel commitment to the operation of the center – list the people who work for your center, the percentage of their time devoted to center work, and the types of work they do for the center.
 - Financial operating commitment – describe the expenses associated with operating the center.
 - Sources of funding from IUP – list any operating allocation, release time, graduate assistantships, student worker funding, staff funding devoted to center.
 - Template Table – Last year, approximately 60 percent of centers did not complete this table. It should be completed by all centers as it gives the viewer a quick snapshot of the center’s activities.
 - If you center does not charge for services, please be sure to use the Pro Bono value column of this table.
- In the News
- Two center’s research projects were spotlighted in the March 7 issue of the American Association of State Colleges and Universities e-newsletter and in the SGSR’s April newsletter: Archaeological Services (director Dr. Beverly Chiarulli) and the Center for Digital Humanities and Culture (director Dr. Adrian Wisnicki).
- The next meeting of the C & I Directors is scheduled for **Friday, May 4**, at 11:30 AM in Oak Room C. Per the request of the C & I, Mr. William Spiedel, Associate Vice President for Development, will attend the May C & I meeting to learn more about the C & I and to discuss working with the Foundation for IUP.

Respectfully submitted,
Jean Serio