

# 2019 TA Institute

## Discussion Notes

**Topic:** Creating a UCEDD CV

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### Background/Intro

- This document (CV) speaks the academic language
- The report card is a dashboard. It helps with advisory boards, DD Councils, etc.

### Discussion and examples:

- Who does this and how is it funded?
  - UNH requires all staff to update their CVs the same time every year to get into a routine
  - UNH also has dedicated staff who updates the report card
- Does this help increase visibility?
  - How can someone go about bringing this to the table?
  - Can help provide opportunities to expand
  - This is used with the annual report and can be disseminated together
- Who should be reflected? Should it only include staff in the core grant?
  - Everyone is reflected in the report is and employee at the university
  - For those who are not funded under the core grant but aligns with the mission can put affiliate faculty/staff
- This can help with AIDD expectations to leverage funds
- MCHB wants to know ALL of the work LEND is doing to see the reach of LENDs even if it's a small percentage
  - UNH count them separately unless there's work with a trainee
- What to do when another department wants to claim the work of a faculty?
  - Make it clear that the work of the faculty aligns with the mission or put an asterisk
  - There are multiple approaches for this, centers should make it fit for them
- Report cards can be a great idea/way to grab the Dean's attention
- Faculty who are up for tenure can use this document for possible collaborations
  - Help builds their portfolio

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- This helps with visibility, accountability, and shows that the center brings something to the university
- Finding the person who has the vision to put this together is important
  - Maybe start smaller by using NIRS to stat
- Updating the CV is useful
  - Help put the information into NIRS
  - Can be helpful for grant applications
- Preference to get it out by 12/31 every year
- This report will help centers and let people know about the UCEDDs
  - Targeted community partners and legislators
- Some centers do not have a say or can change their website
  - This has had an impact on social media presence
    - Some must get approval before posting to social medi

## Strategies:

- Have every center create this report
  - NIRS doesn't paint a big picture
  - Have AUD disseminate it
- Tying updating CVs to performance reviews helps with oneness
- Use this to help showcase centers to universities, community partners, and legislators
- Can be used for strategic planning
- Can be good for a dissemination coordinator

## Questions:

- Who does this and how is it funded?
- How can other centers use this for visibility to stand out from other departments?
- Who do centers include in this?

## Follow up for TA Team:

NA