

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA

AS-627-04

RESOLUTION ON ESTABLISHMENT OF AN INSTITUTE FOR POLICY RESEARCH

- 1 WHEREAS, The Institute for Policy Research will promote excellence in policy research design and  
2 implementation and will provide expertise in research techniques, survey construction and  
3 survey analysis, research design, data analysis, data interpretation, and report generation;  
4 and  
5
- 6 WHEREAS, The Institute for Policy Research is designed to supply expertise and quality research  
7 services to the Cal Poly community, including the provision of support for university level  
8 evaluation and/or strategic planning that require research design, survey construction, data  
9 analysis, and data management; and  
10
- 11 WHEREAS, The Institute for Policy Research is designed to support research and professional  
12 development while encouraging interdisciplinary academic scholarship on the Cal Poly  
13 campus; and  
14
- 15 WHEREAS, The Institute for Policy Research will coordinate with the academic mission of the campus  
16 to provide short courses and workshops in research design, survey construction and survey  
17 analysis, research implementation, data analysis, and report generation; and  
18
- 19 WHEREAS, The Institute's consulting services will be available to meet the research needs of public-  
20 and private-sector agencies and organizations; and  
21
- 22 WHEREAS, The Institute for Policy Research will generate a revenue stream through its consulting  
23 work which will be reinvested in professional development for faculty and student  
24 research, computing technology, campus labs, data generation and administration, and  
25 financial support for faculty experts, research assistants, and interns; and  
26
- 27 WHEREAS, The Institute for Policy Research will foster excellence in both its academic mission and in  
28 its consulting capacity; and  
29
- 30 WHEREAS, Conceptual approval of the Institute has been obtained from the Deans' Council and  
31 endorsements have been obtained from the Office of Research and Graduate Programs and  
32 the College of Liberal Arts; therefore be it  
33
- 34 RESOLVED: That the Academic Senate of Cal Poly endorse the proposal to establish the *Institute for*  
35 *Policy Research*.

Proposed by: Linda Valenty, Jennifer Ryder Fox, Joe Grimes, Jerry Hanley,  
Dianne Long, Ulric Lund, William Siembieda, John Soares

Date: October 25,2004

INSTITUTE FOR POLICY RESEARCH (IPR)  
*California Polytechnic State University*  
*San Luis Obispo*

Proposal to Establish an Institute

Prepared By:

Cal Poly Institute for Policy Research Steering Committee

Members: Linda Valenty, Jennifer Ryder Fox, Joe Grimes, Jerry Hanley, Dianne Long, Ulric Lund,  
William Siembieda, John Soares

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## **Mission Statement**

The Institute for Policy Research at Cal Poly is a research organization designed to operate as an integral part of the academic environment on this campus. The Institute operates as a model for excellence in policy research while providing consulting services on various aspects of research design, methodology, and implementation. Other research programs and centers can affiliate with the Institute. The Institute for Policy research anticipates that it will function in the presence of other ongoing and newly developed centers and institutes operating under the auspices of Cal Poly; the existence of the IPR does not preclude the existence of other research institutes, in fact it welcomes opportunities for collaboration as well as competition. IPR services are made available to the Cal Poly campus, government agencies, non-profit entities, and private industry. The Institute provides opportunities for professional development through research and consulting for governmental organizations and private industry. The Institute is designed to generate datasets that are associated with the institute and available for ongoing projects; provide consulting for on-campus research design and implementation efforts; develop specific expertise in research design and methodology; certify faculty research associates; facilitate student internships; and develop a site for housing, organizing, and analyzing institutional-level data. The Institute's academic mission includes the provision of short courses and workshops for faculty, staff, and students. Courses will provide training in research design, quantitative and qualitative analysis, data interpretation, and report generation. Income generated by the Institute will be used to enhance specialized tools infrastructure and resources that will support access and outreach so that faculty and staff/students may conduct effective policy related research; to build and market valuable data sets; to provide support for professional development and faculty/student research; and, to provide financial support for faculty experts, research associates, and interns.

## **Objectives**

*The Institute for Policy Research is designed to accomplish the following objectives:*

The Institute is a non-profit, non-partisan organization established for educational, research, and service purposes. Any university research based organization can choose to affiliate with the Institute.

The Institute will promote excellence in policy research design and implementation, and participate in education, research, and testing, through a combination of interrelated programs of an applied nature involving students, faculty, and experts.

The Institute is designed to support interdisciplinary academic scholarship on the Cal Poly campus. As part of this objective the Institute will conduct original research.

The Institute is designed to provide consulting services for quantitative and qualitative policy research. The Institute will provide expertise in research techniques, survey construction and survey analysis, research design, data analysis, data interpretation, and report generation. Affiliated research programs and centers can participate in provision of resources. The Institute's consulting services will be available to meet the research needs of public- and private-sector agencies and organizations.

The Institute will coordinate with the academic mission of the campus. In so doing it will provide short courses and workshops in research design, survey construction and survey analysis, research implementation, and data analysis. These courses will be available to students, faculty, and staff at Cal Poly and will eventually be offered to the wider academic community.

The Institute is designed to supply quality research services to the Cal Poly community, including the provision of support for university level evaluation and/or strategic planning that require research design, survey construction, data analysis, and data management. For example, the IPR can meet university needs by assisting with the development and implementation of NSF Course, Curriculum, and Laboratory Improvement (CCLI) grants. Faculty often require assistance in designing the required evaluation and assessment activities associated with these grants. The Institute can support faculty in designing evaluation and assessment tools and in the analysis and interpretation of resulting data. In the case of the Adaptation and Implementation (A&I) program, the NSF requires both assessment of student learning *and* proof of expertise in assessment. Since the IPR steering committee includes several scholars with strong backgrounds in quantitative methodology and extensive experience in assessment and evaluation, proof of expertise may be easily demonstrated. Consultation with experts associated with the Institute will enhance grant applications and will provide support for data gathering, analysis, and interpretation required by NSF.

The Institute will generate a revenue stream through its consulting work. These funds will be reinvested in professional development for faculty and student research, computing technology, campus labs, data generation and administration, and financial support for faculty experts, research assistants, and interns.

The Institute will foster excellence in both its academic mission and in its consulting capacity.

### **Benefits to Government and Business**

The Institute will:

Provide a clearinghouse of faculty to serve as consultants, both individually and in groups through contracted work.

Conduct workshops designed for government and business on policy and policy analysis related to economics, education, health, welfare, criminal justice, energy, agriculture, and the environment.

Publish papers, reports, books, and other relevant documents to benefit state and local government, industry working within regulatory environments (for example PGE, Duke Power), interest groups, and other organizations with an interest in policy research.

Provide a source for multidisciplinary expertise prepared to design, conduct, implement, and interpret quantitative and qualitative policy research.

Facilitate networking and joint projects between organizations with similar interests and projects.

- Provide consultation on policy research design, methodology, implementation, analysis, and interpretation.
- Provide consultation on issues of survey research including sampling techniques, survey instrument design, question design, use of specific types of surveys, data analysis, data interpretation, and report generation.

While the Institute may have its primary relationships with organizations within two hours driving distance from Cal Poly, it is expected that the Institute will also serve agencies and business organizations within the State of California. The Institute will be available to work together with other policy research institutes e.g., the California Public Policy Institute, for partnership activity on policy issues important to California.

### **Potential for External Funding**

The Institute for Policy Research would be positioned to contract with a variety of public and private organizations including San Luis Obispo County, Monterey County, Santa Barbara County, City of San Luis Obispo, City of Santa Barbara, City of Santa Maria, City of Morro Bay, City of Atascadero, City of Paso Robles, City of Arroyo Grande, City of Grover Beach, City of Pismo Beach, Economic Vitality Corporation (EVC), Atascadero State Hospital, California Men's Colony, Paso Robles Boy's School, Regional Air Quality Board, California Regional Water Quality Board, Economic Opportunity Commission, United Way nonprofit agencies, Cuesta College, Cal Poly State University, Hancock College, Vandenberg AFB, Pacific Gas and Electric, Duke Energy, The California State University, State of California (competitive grants), Caltrans.

The IPR is in a unique position to provide consulting services to local governmental and nonprofit organizations as well as those that deal with governmental regulations. Faculty and student project teams will be organized to work on activities that call for specialized analytical or research skills, including surveys, public opinion polling, focus groups, data analysis, and in-depth case studies. Research can focus on anyone of the following issues among others: economics/finance, education, the environment, homeland security, energy issues, human services, natural resources, transportation, criminal justice, anti-poverty, agriculture, housing, urban planning, agro-tourism (e.g. wineries, state parks).

### **Association with the Center for Practical Politics**

The Institute for Policy Research will be associated with the existing Center for Practical Politics, which is now housed in the Department of Political Science. The Director of the Center for Practical Politics has agreed that it will be mutually beneficial for the Center to exist under the auspices of the Institute for Policy Research and has further agreed to commit financial resources to assist in meeting start-up expenses for the Institute.

## **The Institute for Policy Research and Other University Institutes, Centers, and Departments**

The Institute for Policy Research functions as a university-level interdisciplinary research institute. The presence of the IPR in no way precludes the existence and operation of other university institutes and centers. In the interest of stimulating exemplary research at Cal Poly, the IPR looks forward to collaboration with other institutes, centers, and departments. For example, there is potential for collaboration and advisory relationships to support the survey research components of research projects in the Food Science & Nutrition department; Natural Resource Management (including Recreation Administration), and the California Institute for the Study of Specialty Crops, among many others.

## **The Institute for Policy Research and Graduate Research Opportunities:**

The IPR will associate with the new Master of Public Policy (MPP) program as well as other graduate programs on campus. This association will allow the provision of policy research assistantships to graduate students, and will facilitate large research projects undertaken in advanced graduate courses. As an example, the MPP extends opportunities for research activity to its graduate students through the PoIS 590 Graduate Seminar within which MPP students undertake and implement research for SLO agencies and other public organizations. The IPR can assist with organization, design, and implementation of these types of research projects. As an integral part of its association with campus graduate programs, the IPR will also develop and offer graduate research internships.

## **The Institute for Policy Research Lab**

The Institute for Policy Research has, with the assistance of Dean Harry Hellenbrand and Vice Provost Jerry Hanley, completed an on-campus lab to facilitate, organize, and enhance research associated with the IPR. The IPR lab currently exists in Building 47 - Room 14B. The room has been upgraded through the TII infrastructure buildout and will be available for use by Fall Quarter, 2004. We have developed the IPR lab through existing campus resources and the support of Dean Hellenbrand and Vice Provost Hanley. Dean Hellenbrand allocated \$4,232 to upgrade the security, provide an alarm system, and to purchase ergonomic chairs for the lab. Vice Provost Hanley included the lab in the TII infrastructure buildout to allow for enhanced capability. In addition, the College of Liberal Arts has donated five reconditioned computers to the lab; Facility Services Surplus donated furniture; IT has donated five additional workstations, three filing cabinets, a laser printer, as well as networking; and, we have negotiated free installation for telephone lines with Telecommunication Services. Finally, a successful lottery grant written by our Steering Committee Chair, Dr. Linda Valenty, allowed for a state of the art Dell administrator computer to add to the configuration, which now includes ten computer stations in addition to the administrator's computer, networked and ready for research, polling, and survey administration needs. Dr. Valenty has recently applied for another lottery grant for an additional high-speed computer and a color laser printer.

## **Benefits to University, Faculty, and Students**

The Institute will:

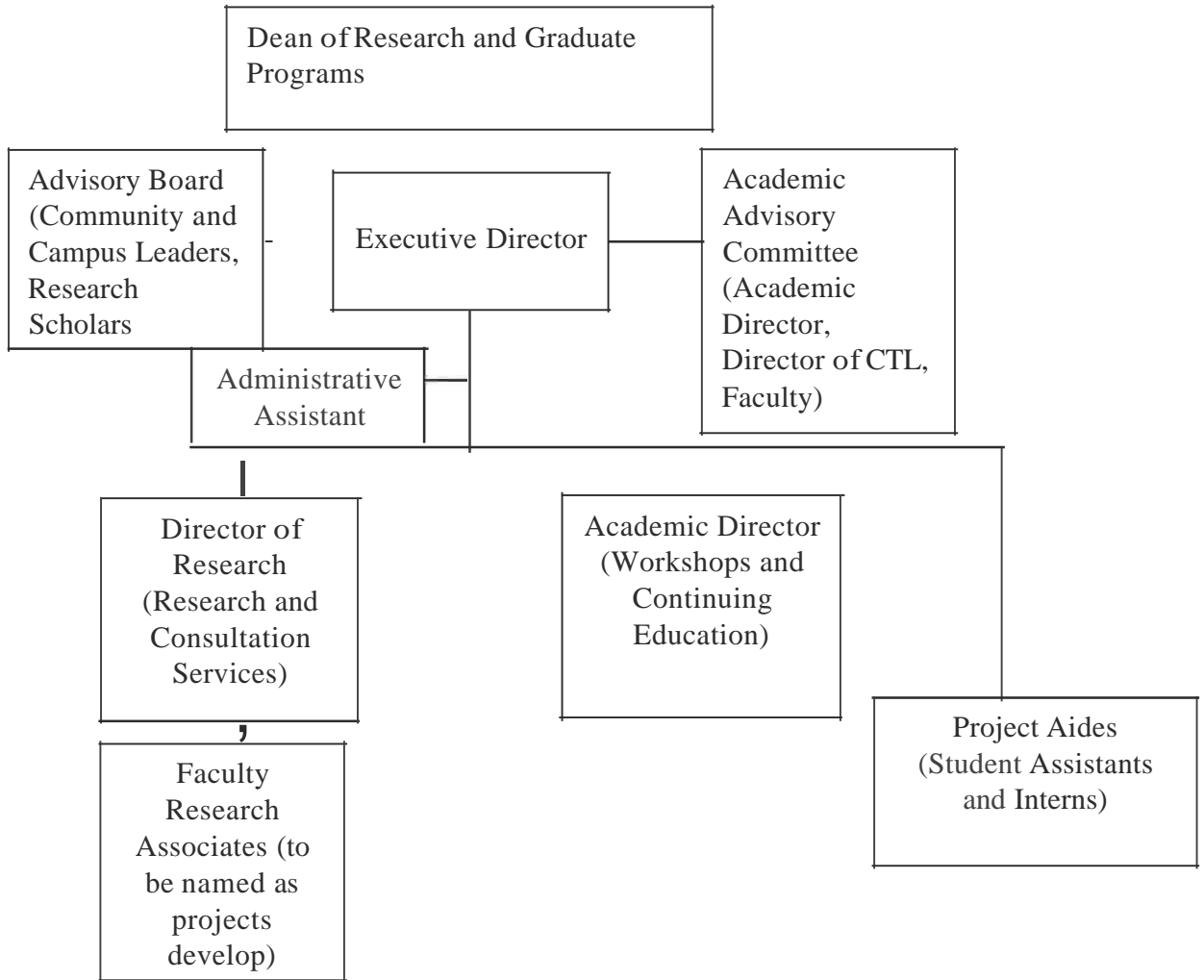
- Provide support for academic scholarship among the University's faculty and students.
- Enhance the academic reputation of the University.
- Generate revenue that will be reinvested in professional development and campus laboratories.
- Support professional development for faculty.
- Provide a variety of consultation services to the campus community, including research design, implementation, analysis, and presentation of results.
- Serve as a learning laboratory for graduate and undergraduate students at the University.
- Provide high quality policy research services to Cal Poly, including academic and administrative units of the University who may need consultation regarding data for evaluation and/or strategic planning purposes.

Foster close working relationships between the Cal Poly University community, industry professionals, governmental agencies, and businesses working within regulatory environments.

- Provide opportunities for students to gain internships or co-op positions with governmental and business employers prior to graduation.
- Enhance Cal Poly's visibility with future employers and contributors.
- Serve to enhance and market educational opportunities at Cal Poly to high schools, junior colleges, and to the international marketplace.
- Provide continuing education for Cal Poly faculty, staff as well as employees of governmental and business organizations.

## Organizational Structure

### Cal Poly's Institute for Policy Research Recommended Initial Organizational Structure





## **Budget Estimates**

The Policy Research Institute will spend the first year hiring a director, developing a core team of faculty to participate in the activities of the Institute, and consummating contracts on projects appropriate for the Institute. It is anticipated that undertakings will include those that are in support of larger projects under contract by Cal Poly and those that are contracted directly by the Institute.

The Policy Research Institute anticipates a need for start-up funding of \$50,000 over three years from Cal Poly Research and Graduate Programs to launch its efforts. The following is a budget based on the assumption that there are research opportunities in the areas indicated in the proposal.

### **IPR Budget (July 1 - June 30)**

<b>Revenues</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Seed money - Research and Graduate Programs	\$28,050	\$21,950	\$0
Research Projects	\$15,000	\$75,000	\$250,000
<b>Total Revenues</b>	<b>\$43,050</b>	<b>\$96,950</b>	<b>\$250,000</b>
<b>Expenses</b>			
Executive Director (.25 Yr. 1 .5 Yr. 2 1.0 Yr. 3) 30% Benefits	\$20,000 \$0	\$40,000 \$12,000	\$80,000 \$24,000
Administrative Assistant (0 Yr. 1 .5 Yr. 2 .5 Yr. 3) 30% Benefits	\$0 \$0	\$9,000 \$5,700	\$19,000 \$5,700
Phone, Office Supplies Copying Etc.	\$500	\$1,000	\$7,500
Promotional Materials (flyers, advertising)	\$1,000	\$1,000	\$3,000
Student Assistants	\$3,500	\$2,500	\$8,000
Faculty Salaries of (Academic Director, Director Research)	\$10,000	\$10,000	\$30,000
Travel	\$500	\$500	\$10,000
<b>Total Expenses</b>	<b>\$35,500</b>	<b>\$91,700</b>	<b>\$187,200</b>
Foundation administration fee (5%)	\$1,775	\$4,585	\$9,360
<b>Grand Total Expenses</b>	<b>\$37,275</b>	<b>\$96,285</b>	<b>\$196,560</b>
Net to Reserve	\$5,775	\$665	\$53,440

## Appendix A: Organization and Administration

### BYLAWS INSTITUTE FOR POLICY RESEARCH

California Polytechnic State University  
San Luis Obispo, California

These bylaws are applicable within the authorization established by the Board of Trustees of the California State University (CSU) and the California Polytechnic State University (Cal Poly).

#### ARTICLE I - NAME

The name of this organization shall be the California Polytechnic State University's Institute for Policy Research, referred to in these Bylaws as the IPR.

#### ARTICLE II - PURPOSE

Section 1 - Direction: The IPR is a non-profit, non-partisan organization established for educational, research, and service purposes. The IPR will promote excellence in policy research design and implementation, and participate in education, research, and testing, through a combination of interrelated programs of an applied nature involving students, faculty, and experts.

Section 2 - Policies: The policies of the IPR shall be in harmony with the policies of the California State University and the California Polytechnic State University.

Section 3 - Dissolution: In the event the IPR is dissolved, its assets remaining after payment of, or provision for payment of, all debts and liabilities shall be distributed to the division of Research and Graduate Programs of the California Polytechnic State University, San Luis Obispo.

#### ARTICLE III - PARTICIPANTS

Section 1 - Class of Participants: Participants may be faculty, staff, and students of the California Polytechnic State University, San Luis Obispo, and consultants, research associates, and others interested in the Institute.

#### Section 2 - Approval to Participate:

- a. Eligibility to Participate: All interested faculty, staff, and students of the California Polytechnic State University, San Luis Obispo, are eligible to participate in the IPR, if so requested by the individual and approved by the Institute. All consultants, research associates, and others interested in the institute and not in the employ of the university are required to have written agreements with either the University or the Foundation to serve the IPR and its programs.
- b. Request for Participation: Any qualifying individual interested in an IPR program may request to participate (see class of participants for criteria for participation).
- c. Acknowledgment of Participation: The Executive Director of the IPR shall acknowledge participants.

Section 3 - Terms: Terms of participation shall be determined by the IPR Executive Director and shall conform to the duration of the Institute project(s) in which participants are involved.

## **ARTICLE IV - IPR ADMINISTRATION**

### Section 1 - Administration:

The recommended initial IPR Administration shall include an Executive Director, an Advisory Board, an Academic Advisory Committee, a Director of Research, and an Academic Director. The Executive Director will report to the Dean of Research and Graduate Programs. The first Director will be appointed by the Dean of Research and Graduate Programs based on the recommendation of an IPR Search Committee. The position will have no specified term of office. The Director will be reviewed annually by the Dean of Research and Graduate Programs, with input from the advisory groups, the Director of Research, the Academic Director, and the IPR participating faculty. The dean will either reappoint the director or recommend replacement. Should replacement become appropriate, the same recruitment and appointing procedure for the initial appointment will be used. Future director appointments will be made by the Dean of Research and Graduate Programs based on a recommendation of an IPR Search Committee, and the Advisory Board of the IPR. Annually, the Executive Director, together with an Oversight Committee, will review the organizational structure and make appropriate changes.

The Executive Director will either be a faculty member with released time, or a professional in the field who is hired externally. This decision will be made by the Dean of Research and Graduate programs based upon the recommendation of the IPR Search Committee. The Executive Director will oversee and be responsible for the Institute's administrative and academic missions, manage outreach to the broader community, and coordinate fund-raising and business operations. The Executive Director will establish an Advisory Board, comprised of administration, faculty and off-campus experts to provide broad oversight to the Institute.

The Executive Director will begin to appoint staff when necessary and as consistent with funding and program resources. At such time as it becomes feasible and appropriate, the Executive Director will name an Academic Director, typically, but not necessarily, a faculty member on release time paid by the Institute, to oversee workshops and continuing education offered by the Institute. The Academic Director will coordinate with an Academic Advisory Committee, drawn from deans, department chairs and faculty members.

When necessary, and as consistent with funding and program resources, the Executive Director will also name a Director of Research who will oversee research projects, faculty associates conducting research under the auspices of the IPR, and research consultation provided by the IPR. The Director of Research will be a member of the faculty on release time paid by the Institute.

Research projects developed and implemented under the auspices of the Institute will be overseen by the Executive Director and the Director of Research and will be managed by professors of the University, who will be responsible for the academic and professional quality of each individual policy research endeavor.

Section 2 - Staff: Support personnel may include an Administrative Assistant /Web Site Coordinator, a research support technician (providing support in software and database management), student project aides, and student interns.

## **ARTICLE V - ADVISORY BOARD**

Section 1 - Composition: There shall be an Advisory Board overseeing the operation and activities of the IPR. The Advisory Board shall be composed of no fewer than three, no more than six members to be drawn from Industry, Government, and Academia with the appropriate expertise and background. After the first year of IPR operation, one participant shall be named who has actively been involved in Institute projects during the previous 12 months.

Section 2 - Membership: Membership is determined as follows:

- a. Members of the initial Advisory Board shall be appointed by the majority vote of the IPR Steering Committee. Placement on the advisory board will thereafter be accomplished through a call for nominations by the Executive Director and a majority vote of the Advisory Board.

- b. The Advisory Board will elect a chair to serve for three years. The chair of the Advisory Board will serve on the Advisory Board one more year after finishing as chair, to provide guidance and continuity.
- c. After the first year of operation, the Executive Director shall call for nominations for the Active Research Member position on the Advisory Board. The Advisory Board makes the final selection.

Section 3 - Meetings: The Advisory Board shall, at a minimum, meet twice per year. Minutes of these meetings shall be available to the Dean of Research and Graduate Programs.

Section 4 - Duties: The Advisory Board shall provide advice and general guidance related to the business activities and affairs of the IPR. The Executive Director shall implement those recommendations.

Section 5 - Conduct of Meetings: Meetings shall be governed by *Robert's Rules of Order*, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with policies of the CSU and/or Cal Poly.

## **ARTICLE VI - ACADEMIC ADVISORY COMMITTEE**

Section 1 - Composition: There shall be an Academic Advisory Committee overseeing workshops and continuing education provided by the IPR. The Academic Advisory Committee shall be composed of the Academic Director of the IPR, a representative from Continuing Education, and the Director of the Center for Teaching and Learning. Three additional members of the Academic Advisory Committee will be chosen from department chairs and/or faculty members. These three additional members will be nominated by the IPR Advisory Board and approved by the Dean of Research and Graduate Programs.

Section 2 - Purpose: The Academic Advisory Committee shall provide advice and comment to the Executive Director and the Advisory Board on IPR workshops and continuing education programs.

Section 3 - Meetings: The Academic Advisory Committee shall meet at least twice a year to review IPR programs and to provide general direction to the IPR. The Committee may elect to meet for special purposes at any other time, upon agreement of a majority of Committee members.

Section 4 - Number Constituting a Quorum: A majority of Committee members shall constitute a quorum.

## **ARTICLE VII - FISCAL POLICIES**

Section 1 - Fiscal Year: The fiscal year shall be in accordance with that of the University.

Section 2 - Accounts and Audits: The books and accounts of the IPR shall be kept by the Cal Poly Foundation in accordance with sound accounting practices, and shall be audited annually in accordance with University Foundation policies.

## **ARTICLE VIII - OPERATING GUIDELINES**

The Advisory Board may develop operating guidelines to implement these Bylaws.

## **ARTICLE IX - AMENDMENTS**

The Bylaws may be amended by a 2/3 vote of the members of the Advisory Board voting at any meeting of the IPR. Each member shall have two (2) weeks advance written notification of the proposed amendments.

## Institute for Policy Research Frequently Asked Questions (FAQs)

### 1. How will this Institute make a unique contribution to Cal Poly?

The Institute for Policy Research (IPR) is a university-level institute that will bring enhanced visibility to Cal Poly and provide a source of professional, accomplished policy-related research to our clients. It is designed to harness an untapped potential for interdisciplinary research *and* to provide faculty with opportunities for paid professional development.

The IPR may contract with public and private organizations including (but not limited to) San Luis Obispo County, Monterey County, Santa Barbara County, City of San Luis Obispo, City of Santa Barbara, City of Santa Maria, City of Morro Bay, City of Atascadero, City of Paso Robles, City of Arroyo Grande, City of Grover Beach, City of Pismo Beach, Economic Vitality Corporation (EVC), Atascadero State Hospital, California Men's Colony, Paso Robles Boy's School, Regional Air Quality Board, California Regional Water Quality Board, Economic Opportunity Commission, United Way nonprofit agencies, Cuesta College, Cal Poly State University, Hancock College, Vandenberg AFB, Pacific Gas and Electric, Duke Energy, The California State University, State of California (competitive grants), Caltrans, and the Public Policy Institute of California (PPIC).

### 2. How will this Institute make a difference to current research at Cal Poly?

The IPR provides a unique platform for launching interdisciplinary policy research. It focuses resources to bring additional grant and contract monies to campus from both public and private organizations. The IPR supports and promotes campus-wide professional development through opportunities to work on IPR projects. It also aids individual faculty members in designing and carrying out their own research.

IPR projects go beyond the design, execution, and analysis of research for public and private organizations by developing in-house datasets, supporting institutional research on the Cal Poly campus, and promoting educational initiatives including short courses and workshops on research design, analytic approaches, and research presentation.

### 3. Is the Institute similar to other research institutes in the CSU?

Yes, the universities within the CSU join other universities across the country in maintaining successful institutes that specialize in policy and survey research. Examples of well-known institutes of this type at CSU campuses would include the *Panetta Institute for Public Policy* at CSU Monterey Bay, the *Public Research Institute* at San Francisco State University, the *Institute for Survey and Policy Research* at San Jose State University, the *Social Science Research Laboratory* at San Diego State University, the *Survey Research Center* at Chico State University, and the *Social and Behavioral Research Institute* at CSU San Marcos.

These institutes are self-supporting and provide a number of benefits to their campuses. In the manner that is planned for the Cal Poly Institute for Policy Research, each of these

institutes have been able to provide research opportunities, research support, educational opportunities, and institutional research support.

4. How will the IPR interact with existing centers and institutes?

In the interest of stimulating exemplary research at Cal Poly, the IPR looks forward to collaboration with other institutes, centers, and departments. Our proposal lists several examples of opportunities for cooperation and advisory relationships. These include opportunities for collaboration with research projects in the Food Science & Nutrition department, Natural Resource Management (including Recreation Administration), and the California Institute for the Study of Specialty Crops, among many others.

5. Where will the money come from to support this Institute?

The IPR is requesting start-up funding of \$50,000 over two years. If awarded, these funds would not come from the state budget, but rather from recovered indirect costs on grants and contracts, set aside for this and other purposes by the office of Research and Graduate Programs. All institutes of this nature are expected to become self-supporting within two to three years, and the IPR expects to achieve this self-supporting status within this time period. We also expect that after the start-up period the Institute will contribute to the campus' recovered indirect costs.

The Institute has already received a lottery grant, a College of Liberal Arts equipment grant, and a College of Liberal Arts research grant to build its lab, provide for a student assistant, and fund four units of release time for a professor to work on grant writing and organization during Winter, 2005. The Institute will also pursue fundraising through alumni and public and private sources.

6. How will faculty be compensated for work on Institute projects?

Administration of Institute finances will be handled by the Foundation, as is the case for all centers and institutes. Depending on the particular project, faculty will be offered either released time and/or additional compensation at an hourly rate (this is determined by the hourly rate that is generated by their regular salary) for work on Institute projects. Departments will be compensated for released time at the full rate. Projects will be administered as sponsored projects (grants and contracts), through regular University mechanisms.

7. Will the Institute employ a full-time administrator?

Yes, within three years the IPR plans to hire a full-time Executive Director. However, initially this position will be staffed on a part-time basis. The primary job of the director is to manage Institute projects, arrange for contract work, design and manage distribution of Institute promotional materials, negotiate contracts, set up monitoring and reporting activities, and be responsible for the timely completion of research and reports. The steering committee is investigating several options for filling this leadership role including a) locating a talented individual who may be willing to work on a part-time basis until the Institute is self-supporting, or b) arranging for an individual who may volunteer a portion of their time until the Institute is able to provide a paid position, or c) the provision of released time for a professor to work in this capacity temporarily.

Cal Poly · San Luis Obispo

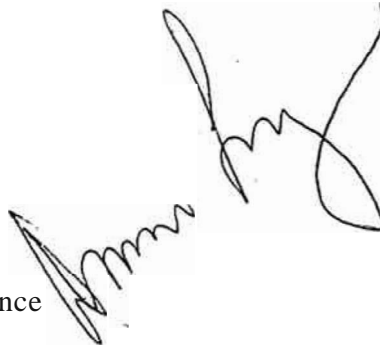
MEMORANDUM

11/30/04

TO: Academic Senate

FR: Dianne Long, Political Science

RE: Institute for Policy Research Clarification

A handwritten signature in black ink, appearing to read 'Dianne Long', is positioned to the right of the 'FR' line. The signature is written in a cursive style with a large, looping initial 'D'.

On behalf of the steering committee for the Institute for Policy Research I met with members of the Statistic Department to clarify the purposes of the institute. The items of clarification are as follows:

1. The IPR is designed for collaborative efforts complementary to existing consulting and research on campus. It will engage in competitive solicitation off-campus.
2. IPR's focus is policy research. It intends to have a 'call' for faculty interesting in associating with it. Individuals will be certified as associates on the recommendation of home departments. The steering committee will include the chair or designee of the Statistics Department and other departments expecting to be active in IPR. Such representatives will assist insuring appropriate expertise is sought.
3. IPR is available for contracted policy research, assessment, and evaluation. These services may be consultative or product-oriented.
4. IPR will provide faculty and staff compensation within university guidelines. Faculty can receive added compensation or released time at full reimbursement rates.
5. IPR administrative policies will be developed with the body of associates. The proposal is a conceptual paper that sets the parameters for future policies.

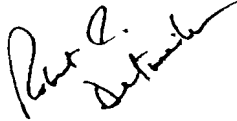
State of California  
**Memorandum**

# CAL POLY

**To:** Warren J. Baker  
President

**Date:** February 17, 2005

**From:** Robell C. Detweiler  
Interim Provost and Vice President  
for Academic Affairs



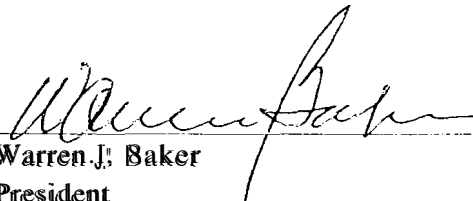
**Copies:** Linda Halisky 2/23  
Linda Valenty  
David Hannings  
Susan Opava

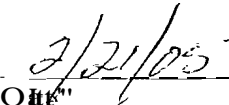
**Subject:** Proposal to Establish the Cal Poly Institute for  
Policy Research

At its meeting on February 14, 2005, the Academic Deans' Council recommended approval of the establishment of the Cal Poly Institute for Policy Research. The Academic Senate also endorsed the establishment of this Center at a meeting during Fall Quarter, resulting in Academic Senate Resolution 627-04. Attached is a copy of the Center's proposal. It is my recommendation that you formally approve the establishment of this Center, effective immediately. The Center will receive no formal University start-up funding at this time, but Susan Opava and I would like to address this issue with you in the near future,

[If you approve, please sign below. Thank you.]

Attachment

  
Warren J. Baker  
President

  
Robell C. Detweiler