NATIONAL COMMUNITY–BASED RESEARCH NETWORKING INITIATIVE

CBR Institutionalization Checklist

The following pages contain a series of questions about the state of your CBR on campus not only as an individual program, but also within the context of the entire university. Developed by the National Community-Based Research Networking Initiative, a project funded by the Corporation for National and Community Service's Learn and Serve America program, it is both an assessment and a reflection tool. We recognize that every program is at a different place in its development and that some of these questions might not even apply, but your answers provide a glimpse of where CBR is at your institution and might reveal to you where your next priorities should be...or that you've made more progress than you think!

Program History and Vision

1. Our CBR Center has an up-to-date written mission statement that helps us respond to programming, funding, and other opportunities.

- No
- On our list of things to do
- Yes, but needs a lot of work
- Yes, just have a little fine-tuning to do
- Firmly established
- Other (please specify)

2. If yes, please share your mission statement here.

3. Key stakeholders (program coordinator(s), faculty, and community partners) have written a long-term strategic plan that addresses programming, funding, and growth.

- No
- On our list of things to do
- Yes, but needs a lot of work
- Yes, just have a little fine-tuning
- Firmly established
- Other (please specify)

4. Our staff and communications materials clearly and concisely articulate CBR's history and growth on our campus.

- No
- On our list of things to do
- Yes, but needs a lot of work
- Yes, just have a little fine-tuning
- Firmly established
- Other (please specify)

Program Administration

5. Staff roles are established such that a job posting could easily be created and a new hire could effectively fill a vacant position.

- No
- On our list of things to do
- Job description written, but rough
- Job descriptions written, just need fine-tuning
- Job descriptions firmly established
- Other (please specify)

6. We have a designated campus CBR coordinator who manages projects and relationships between faculty, students, and community partners.

- No
- Yes-a staff member with additional responsibilities
- Yes-a faculty member with additional responsibilities
- Yes-a full-time staff member devoted solely to CBR
- Other (please specify)

7. Our CBR Coordinator or Program has support staff.

- No
- Yes-staff/faculty on a volunteer basis
- Yes-staff/faculty on a paid part-time basis
- Yes-full-time paid support staff
- Other (please specify)

8. If you have established job descriptions, please copy and paste them into the space below, or provide a link where they may be referenced.

9. We have established a board that includes university administrators, faculty, students, and community partners.
- No-we don't have a board
- We're in the process of establishing a board
- We have a board, but all parties are not represented
- We have a firmly established board

- Other (please specify)

10. What is the source of your campus CBR funds? Please explain. For example, 50% Campus Life, 30% Provost, 10% alumni, 10% grant funded.

Program Structure

11. Accountability structures have been created for, and adhered to by, program staff, as well as students, faculty, and community partners.

- No
- On our list of things to do
- Yes, but could be more effective
- Firmly established and frequently utilized
- Other (please specify)

12. CBR has a designated space/office on our campus.

- No
- Yes, but this space serves multiple purposes
- Yes, our space is devoted solely to CBR
- Other (please specify)

13. If you do have (or will have) space, where on campus is it located?

14. Our CBR center has a website that is frequently updated and provides valuable information to all CBR participants.

- We don't have a website
- We're in the process of creating a website
- We have a website, but rarely update it or utilize it
- We have a website that we often refer students, faculty, and community partners to.
- Other (please specify)

15. If you have (or will have) a website, what is the hyperlink?

16. If you have a website, where does it fit on your institutional site map? For example, under Civic Engagement? Service-Learning?

17. If you have a website, what significant institutional pages do links to your page appear on? For example, the Registrar, Service-Learning, etc.

18. CBR is incorporated into the curriculum in a variety of ways, including (check all that apply):

- Entire courses
- Projects within courses
- Independent Research Projects
- Summer internships
- Other (please specify)

19. We have office procedures (paperwork, files, software, etc.) to aid in project administration and record maintenance.

- No
- We are in the process of developing a system
- We have a system, but it needs work
- We have a system that is effective
- Other (please specify)

20. We have promotional materials geared towards (check all that apply):

- Faculty
- Community Partners
- Students
- School Administrators
- General Community
- Other (please specify)

21. We have evaluation tools in place for faculty, community partners, and students upon the completion of their CBR projects.

- No
- On our list of things to do
- Yes, but need a lot of work
- Yes, just have a little fine-tuning to do
- Firmly established
- Other (please specify)

22. We have institutionalized methods for acknowledging excellent CBR work among (check all that apply):

- Faculty
- Students
- Community Partners
- Other (please specify)

23. If yes, please describe your method(s) of recognition.

24. We have a project development system in place that accommodates CBR in a range of academic departments.
- No
- On our list of things to do

- Yes, but needs a lot of work
- Yes, just have a little fine-tuning to do
- Firmly established
- Other (please specify)

25. We publicize CBR success through the local and campus media.

- Never
- 1-2 times per year
- 3-4 times per year
- 4+ times per year
- Other (please specify)

Campus Institutional Structures and Policies

26. Our institution's overall mission includes civic engagement and responsibility, in alignment with our CBR program mission.

- Civic engagement has a strong presence in our campus mission statement.
- Civic engagement plays a small role in our campus mission statement.
- Civic engagement is not mentioned in our campus mission statement.
- Other (please specify)

27. Community-based research has been incorporated into our institution's vision and goals for the future.

- Neither CBR nor service learning are part of our institutional goals.
- CBR is not a part of institutional vision, but service-learning is.
- CBR plays a small role in our campus vision.
- CBR has a strong presence in our institutional vision and goals.
- Other (please specify)

28. Where does CBR fit into your institutional governance structure? For example, is it part of a network of service learning organizations overseen by the Dean of Student life? A program under the Dean of Undergraduate students?

29. Our institution offers faculty incentives for CBR.

- There is no incentive for faculty to participate in CBR.
- There is incentive for faculty to participate in CBR, but it is not very significant.
- There is significant incentive for faculty to participate in CBR.
- Other (please specify)

Community Institutionalization

30. With how many organizations has your CBR program partnered?

- 0
- 1-3
- 4-6
- 7-9
- 10-19
- 20+
- Other (please specify)

31. How many of your community partners are active (participated in a research project within the last year)?

- 0
- 1-3
- 4-6
- 7-9
- 10-19
- 20+

32. We have a clearly defined plan for the future with each of our significant partner organizations.

- No
- We are in the process of developing plans.
- We have a plan, but it's not very effective.
- We have a plan that has proven quite effective.
- Other (please specify)

33. We have established a system to ensure continuity for community partners (to address turnover of partnership coordinators, school administrators, and faculty).

- No
- Yes, but turnover has still been challenging
- Yes; this system has kept our relationships smooth.
- Other (please specify)

34. We have developed a method of sharing research projects with all of our partner organizations so as to maximize the benefits of student research.

- No
- We do share information, but not in a systemized way.
- We are currently developing a system.
- We have a system that needs improvement.
- We have an effective system for information-sharing.
- Other (please specify)

Thank you for completing the Institutionalization Checklist!