

## Ancillary Unit Annual Report

Deadline: October 2020

This report is required by [FAM 105.4 \(FSD 87-17.R6\) -- POLICY GUIDELINES FOR THE FORMATION AND REVIEW OF INSTITUTES AND CENTERS](#). The report is due by October 30 of each year to Reporting Administrator. \*\*Please make sure to sign and forward scanned signed copies of the report. Thank you.

Basic Information	
Ancillary Unit name	COE Institute for Research, Assessment and Professional Development
Director(s)	Connie McReynolds
Administrator to whom the unit reports	Chinaka DomNwachukwu, Dean, College of Education
Purpose and current goals (as approved by Faculty Senate)	To accomplish the Mission of the Institute, a three-fold approach has been designed to unfold both in stages and in concert with one another: 1. Research 2. Assessment 3. Professional Development

Advisory Board	
Member	Affiliation
Kelly Maxwell	Founder, Orenda Foundation
Greg Coker, Sgt. Major Retired	Founder, Reaching New Heights
Dr. Amy Miller	Health Group Psychological Services
Dr. William Britt	Loma Linda Behavioral Health Institute

Activities during previous academic year (2019- 2020)		
Activity (please describe)	Funds spent	Goal advanced (and extent)
Department of Rehabilitation Contract	\$135,227	<ul style="list-style-type: none"><li>Met the goals established by Institute and funding agency due to innovative conversion to virtual assessments for the comprehensive vocational evaluations and a change of location to SB DOR office for the extended situational assessments.</li></ul>
Continuation/Expansion of Neurofeedback (NF) Services	\$164,573	<ul style="list-style-type: none"><li>Clinic services were interrupted at the CSUSB Main campus due to campus closure; however, essential mental health services continued at PDC UCR location.</li><li>Neurofeedback services for the Bear Valley pilot project progressed as planned prior to school closure in March. BVUSD supports resuming the project once school has reopened.</li><li>Expanded neurofeedback services to a domestic violence shelter in Bear Valley which was progressing prior to clinic shut down in March. Plan to resume project once the clinic has reopened.</li></ul>
Marketing activities for DOR contract and Neurofeedback program.	\$566	<ul style="list-style-type: none"><li>Met goals established by Institute.</li></ul>

		<ul style="list-style-type: none"> <li>Increased awareness of both DOR assessment programs, accomplished through multiple community presentations, training sessions, attendance at conferences, etc.</li> </ul>
Serve as clinical site for Clinical Psychology doctoral students from Loma Linda University Department of Psychology	\$0	<ul style="list-style-type: none"> <li>Met goals established by Institute and LLU Dept of Psychology.</li> <li>Chaired dissertation with successful defense.</li> <li>Chairing dissertation with successful proposal.</li> </ul>
Graduate Student Supervision/Clinical Staff Development/GA	\$2,895	<ul style="list-style-type: none"> <li>Met goals established by Institute.</li> <li>Provided research and clinical supervision for staff and graduate students.</li> <li>Supervised clinical practica / fieldwork experiences for 4 graduate students (from Rehabilitation Counseling, Ed.D. and LLU Clinical Psychology Department.)</li> <li>Supervision converted to on-line as needed to meet clinical and academic requirements.</li> <li>Provide Graduate Assistantship for Rehabilitation Counseling graduate student (1 student per quarter).</li> </ul>
Expand research agenda	\$0	<ul style="list-style-type: none"> <li>Met goals established by Institute.</li> <li>Published book chapter on successful neurofeedback interventions with children with ADHD.</li> <li>Manuscript accepted in <i>Journal of Applied Rehabilitation Counseling</i> on the implications of employment outcomes by treating PTSD in veterans.</li> <li>Manuscript in review comparing treatment outcomes between military and non-military trauma clients using neurofeedback.</li> <li>Managing pilot research project in an elementary school district Ed.D. student research project.</li> </ul>
Expand fund development/resources	\$0	<ul style="list-style-type: none"> <li>Submitted \$25,000 grant to expand neurofeedback services to low-income children in the Coachella Valley [\$8,000 awarded]</li> <li>Submitted \$40,000 grant to expand PDC neurofeedback services for children who are struggling in school [not funded]</li> </ul>

Use of funds				
	Internal funds		External funds	
	Previous academic year	Current academic year (projected)	Previous academic year	Current academic year (projected)
A. Salaries	\$	\$	\$246,906	\$200,000
B. Assigned time	\$15,300	\$15,300	\$4,700	\$0
C. Telephone/fax	\$	\$	\$1,176	\$1,500
D. Office supplies	\$	\$	\$15,484	\$15,000
E. Other (GA)	\$1,818	\$2,895		
Total	\$1,818	\$2,895	\$268,266	\$216,500
<i>On a separate sheet, please itemize A., B., and E.</i>				

Please describe planned activities for the current academic year:

1. Continuation of Department of Rehabilitation (DOR) contract for provision of comprehensive vocational evaluations and situational assessments for San Bernardino and Riverside counties with COVID practices.
2. Continuation of growth and expansion of Neurofeedback Services with targeted outreach to veteran's groups and school districts in San Bernardino and Riverside regions.
3. Continuation of growth of Neurofeedback Services program at PDC for students, veterans, school districts, and community members.
4. Resume elementary neurofeedback research pilot project when school reopens and district approves project.
5. Continue clinician/graduate/doctoral student supervision for clinical and research development.
6. Chair dissertation for Loma Linda University, Clinical Psychology department with publishable neurofeedback clinic research data from each dissertation.
7. Continue self-sufficiency by securing additional philanthropic and grant funding to support services to children, veteran's and individuals with disabilities.
8. Co-author dissertation findings with LLU Ph.D. student on the use of neurofeedback in treating anxiety and co-concomitant auditory and visual processing difficulties in adults.

On a separate sheet, please itemize A., B., and E.

A. Salaries/Benefits DOR Contract/Neurofeedback Clinicians

Staff Salaries	71,965.95
Staff -Other	25,865.03
Vacation Accrual	0.00
OASDI	5,402.81
Dental Insurance	695.52
Health And Welfare	9,137.53
Retirement	12,134.95
Workers Compensation	603.45
Life Insurance	39.00
Medicare	1,263.60
Vision Care	108.36
Vacation	0.00

Staff Salaries	52,802.76
Staff Vacation Accrual	0.00
OASDI	3,223.43
Dental Insurance	525.72
Health And Welfare	5,971.62
Retirement	8,858.08
Workers Compensation	200.78
Life Insurance	39.00
Medicare	753.92
Vision Care	86.04
Vacation	0.00
Employee Recruitment/Relocation	86.75

Staff Salaries	37,861.84
Vacation Accrual	0.00
OASDI	2,465.96
Dental Insurance	238.84
Retirement	3,837.61
Workers Compensation	144.79
Life Insurance	45.50
Medicare	576.68
Vision	35.20
Flex Cash	1,936.00
Vacation	0.00

Salary/Benefits DOR contract 127,216.20

Salary/Benefits Neurofeedback 119,690.52

Total Salary/Benefits 246,906.72

B. Assigned time 2019-20 \$4,000/course release x 6 courses = \$24,000

E. Other (Graduate Assistant) \$19.30 x 150 hours = \$2,895

Connie McReynolds

Director Signature

<b>Unit Reporting Person Recommendation</b>	
Name and title:	
<input type="checkbox"/>	Keep on active status.
<input type="checkbox"/>	Move to probationary status.
<input type="checkbox"/>	Move to inactive status.
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:	

\_\_\_\_\_  
**Unit Reporting Person Signature**

\_\_\_\_\_  
**Date**

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<b>Educational Policy and Resources Committee recommendation (Only after 3 or 5 year review)</b>	
<input type="checkbox"/>	Keep on active status.
<input type="checkbox"/>	Move to probationary status.
<input type="checkbox"/>	Move to inactive status.
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:	

\_\_\_\_\_  
**EPRC Chair Signature**

\_\_\_\_\_  
**Date**

<b>Provost recommendation (Only after 3 or 5 year review)</b>	
<input type="checkbox"/>	Keep on active status.
<input type="checkbox"/>	Move to probationary status.
<input type="checkbox"/>	Move to inactive status.
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:	

\_\_\_\_\_  
**Provost Signature**

\_\_\_\_\_  
**Date**

<b>President decision (Only after 3 or 5 year review)</b>	
<input type="checkbox"/>	Keep on active status.
<input type="checkbox"/>	Move to probationary status.
<input type="checkbox"/>	Move to inactive status.
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:	

**President Signature**

**Date**