Submissions due to Academic Affairs on the following schedule:

**Due February 1 Items occurring between December 1 and February 28/29**

**Due May 1 Items occurring between March 1 and May 31**

**Due August 1** **Items occurring between June 1 and August 31**

**Due November** 1 **Items occurring between September 1 and November 30**

* **Items must occur during the current reporting quarter (see dates above). Items from previous or future quarters will not be included in the Trustees Report or Newsletter.**
* **Please format your items according to the samples provided. Make sure these questions are answered: *WHO? WHAT? WHEN? WHERE?* Incomplete or improperly formatted items will not be included.**
* **High-quality photos to accompany news items are encouraged. Please submit as separate photo files.**
* **Email completed Good News Submission Form and photo files to** **murphy\_p@calu.edu** **by the due date.**

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| DEPARTMENT | Click here to enter text. |
| SUBMITTED BY | Click here to enter text. |

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| PUBLICATIONS | * Publications that are “under review” for a future publication date should be held and submitted in the quarter of the actual Publication.
* Publication entries should include: faculty member’s name, department, publication title, publication date, and other typical citation details **(*WHO-WHAT-WHEN-WHERE*)**.

**Sample PUBLICATION Entry**:**Dr. Melanie J. Blumberg** (History and Political Science), with William Binning and John Green, published “Report from Youngstown: Causes and consequences of local party endorsements” in *The State of the Parties: The Changing Role of American Political Parties, 6th ed.*, John C. Green and Daniel Coffee (Eds.), Lanham, MD: Rowman & Littlefield Publishers, Inc., 2015. |
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| PRESENTATIONS | * Presentations that are “accepted for” a future conference/event should be held and submitted in the quarter of the actual Presentation.
* Presentation entries should include: faculty member’s name, department, presentation title, event (conference, workshop, seminar, etc.), location (city/state), and date of presentation  **(*WHO-WHAT-WHEN-WHERE*)**.

**Sample PRESENTATION Entry:****Dr. John D. Massella** (Counseling Center) presented a keynote address “Gambling and the Crossover with Other Addictions” at the *Second Annual Problem Gambling Conference* at California University of Pennsylvania, April 2, 2015. |
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| FACULTY/STAFFACCOMPLISHMENTS | * Entries should include the faculty or staff member’s name, department, event, and date . **(*WHO-WHAT-WHEN-WHERE*)**.

Sample **FACULTY & STAFF ACCOMPLISHMENTS** entry**Dr. Christina Toras** (Professional Studies) was selected as one of the winners of the 2015 Energy Leadership Awards by the *Pittsburgh Business Times*, April 1, 2015. This award honors individuals and organizations for their efforts at advancing energy business interests in Western Pennsylvania. Toras is the developer of and program coordinator for the land management programs at Cal U. |
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| DEPARTMENT/PROGRAMACCOMPLISHMENTS | * Entries should include the department or program’s name, event, and date **(*WHO-WHAT-WHEN-WHERE*)**.

Sample **DEPARTMENT & PROGRAM ACCOMPLISHMENTS** entry**Communication Disorders** – The Council on Academic Accreditation in Audiology and Speech-Language Pathology has voted to re-accredit the **Master of Science in Communication Disorders** program for a period of eight years, beginning April 1, 2015. |
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| STUDENT/ALUMNIACCOMPLISHMENTS | * Entries should include the student’s name, student or alumni status, program, event, and date  **(*WHO-WHAT-WHEN-WHERE*)**.

Sample **STUDENT & ALUMNI ACCOMPLISHMENTS** entry**Alex Brown** (student, Philosophy), under the advisement of **Dr. Nancy Shaffer** (Philosophy), completed an independent study in which he was accepted to attend classes at the Pontifical University of St. Thomas Aquinas in Rome, Italy, March 2015. |
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| GRANTS | * Any grant received through Cal U’s Office of Sponsored Programs & Research (OSPR) will be reported by OSPR. Grants that did not go through OSPR may be submitted by the receiving faculty member.
* Grant entries should include: faculty member, department, funded amount, funding agency, project title, date of grant, and a brief project description **(*WHO-WHAT-WHEN-WHERE*)**.

**Sample GRANT Entry:****Dr. Sheri Boyle** (Social Work) was awarded $10,000 from Southwestern Pennsylvania Human Services CONNECT for the grant *Evaluation Services for the 21st Century Community Learning LEARN Afterschool Program 2015.* |
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