

**PEN-International:**  
**A Report Regarding the First Year of Operation**

**15 November 2001**

**Submitted to The Nippon Foundation of Japan**

**National Technical Institute for the Deaf**

**Rochester Institute of Technology**

**PEN-International**  
**Postsecondary Education Network International: for Students Who Are Deaf or**  
**Hard-of-Hearing**

**A Report Regarding the First Year of Operation**

**Executive Summary**

With the generous support of The Nippon Foundation, PEN-International has met or exceeded the expected outcomes for its first year of operation. We have signed memoranda of understanding, developed training materials, trained faculty from Tianjin Technical College for the Deaf of Tianjin University of Technology (TUT), developed a WWW site, conducted a haiku poetry competition, opened two multimedia labs, selected participants for the second year of the project, conducted a cultural exchange, and moved Tianjin Technical College for the Deaf of Tianjin University of Technology along our **importer-self sufficiency-exporter** continuum.

The training of faculty members from Tianjin Technical College for the Deaf of Tianjin University of Technology is indicative of how well we have done in our first year of operation. For example, while we committed to training 34 faculty members in year one of the project, we actually trained 61.

A detailed record of our first year outcomes is presented in this report to The Nippon Foundation. The PEN-International staff strongly believes that The Nippon Foundation has invested wisely in our project. We hope that, after reading this report, the Board of Directors of The Foundation agrees with our assessment.

**PEN-International**  
**Postsecondary Education Network International: For Students Who Are Deaf or**  
**Hard-of-Hearing**

**A Report Regarding the First Year of Operation**

**Introduction**

The Nippon Foundation of Japan provided NTID a grant of \$911,700 (1 March 2001 – 28 February 2002) to establish an international postsecondary education network to address the following goals:

- Improve teaching, learning, curriculum development and instructional development;
- Increase the application of technology to teaching and learning; and,
- Expand career education opportunities for deaf and hard-of-hearing people internationally.

These goals are being achieved through the implementation and expansion of a cooperative network of educational institutions providing postsecondary education to students who are deaf and hard-of-hearing using innovative information and instructional technologies, and faculty training and development.

During the first year of the program, efforts were made to enhance and maintain local capability and global networking at each participant postsecondary institution (Tianjin Technical College for the Deaf of Tianjin University of Technology, China, and Tsukuba College of Technology, Japan). Between 1 March 2001 and the present, participant institutions took strides to move from **importers** of 'know how' to **self-sufficiency**. As the project progresses, each institution that participates in PEN-International will develop a limited capability to **export** technological expertise to other postsecondary institutions in their respective countries serving students who are deaf and hard-of-hearing.

This report is prepared for The Nippon Foundation as documentation of first-year outcomes for the PEN-International program at the National Technical Institute for the Deaf at Rochester Institute of Technology. The next section of the report (**Tasks and Expected Outcomes**) is structured so that it follows the Tasks and Timelines Table contained in the original proposal submitted to The Nippon Foundation on 30 October 2000 by the National Technical Institute for the Deaf (see Table 1). Supporting materials presented in the appendices augment the report narrative. The reader will note that there has been an attempt to maintain brevity in the narrative but provide supporting documentation in the appendices. The final section of this report discusses three very important program components of the project (**Evaluation Plan, Public Relations/Information and Budget**).

**Table 1: First Year Tasks**

1. Develop an agreement with TCT regarding staffing and sharing of responsibilities, and hire/assign staff for the project in Japan
2. Assemble the project team in the USA and Japan
3. Establish the offices and the labs in the USA and Japan
  - Designate space
  - Purchase and install furnishings and equipment
  - Test network components
4. Develop and sign a memorandum of understanding with Tianjin University of Technology
5. Establish an agreement with the Bank of China and the bank with which RIT does business for the transferring and monitoring of funds for equipment, contracts and the like with TUT
6. Establish the PEN-International lab at Tianjin Technical College for the Deaf
  - Confirm equipment needs
  - Purchase equipment
  - Install equipment
  - Test equipment
  - Open lab for student and faculty use
7. Conduct management and development team seminar in the USA (signing ceremony, initial training, arranging management structure)
8. Prepare curriculum and materials for training faculty at TUT
9. Train faculty in the use of the equipment in the TCT lab
  - Training in the USA (2-4 faculty members)
  - Training at TCT (10 to 15 faculty)
  - Follow-up training at TCT (10 to 15 faculty)
10. Determine countries to participate in years two and three of the project
  - Develop an inventory of postsecondary education programs for the deaf
  - Conduct assessment visit to the Philippines
  - Conduct assessment visit to Thailand
  - Conduct assessment visit to Europe
11. Construct the WWW site
12. Identify a research agenda between participant institutions
13. Conduct student exchanges
  - Exchange visit to the USA (10 people)
  - Exchange visit to China (10 people)
  - Exchange visit to Japan (10 people)
14. Prepare and submit second year funding proposal

## **Tasks and Expected Outcomes**

The following 14 sections describe PEN-International's record as regards the achievement of our first year expected outcomes. Each of the 14 sections conforms to the list of tasks delineated in Table 1 above.

### **1. Development of An Agreement With Tsukuba College Of Technology**

NTID is serving as the lead institution in this overseas cooperative assistance grant from The Nippon Foundation. However, NTID has formed a partnership with TCT in the design, development and execution of PEN-International. Therefore, NTID and TCT are working collaboratively to execute the project. As per Nippon Foundation guidelines for Overseas Grants, NTID is the grant recipient and is providing the overall project management.

On 21 March 2001, a memorandum of understanding (MOU) was signed in Tsukuba, Japan, by James J. DeCaro, director of PEN-International, and Naoki Ohnuma, dean of Tsukuba College of Technology. The document ([Appendix A](#)) details the roles and responsibilities of NTID and TCT and also details the goals and sentinel events for PEN-International. Further, the document describes the procedures for handling PEN-International funds at TCT (Account Number 104-1780471 at the Joyo Bank, Limited, of Japan).

### **2. Assemble the Project Team: USA and Japan**

The Director for PEN-International is Dr. James J. DeCaro. He is the immediate past dean for NTID, a post he held for 14 years. Dr. DeCaro reports on project progress to NTID's Chief Executive Officer, Dr. Robert R. Davila.

Dr. Naoki Ohnuma is the senior administrative authority at TCT for PEN-International. He is Professor of Audiology at TCT. He has served as the director of the Research Center on Educational Media for the Hearing-Impaired at TCT. He currently serves as dean of the Division for the Hearing-Impaired at TCT.

Professor E. William Clymer is project coordinator for PEN-International. He is associate professor of instructional technology and has been at NTID since 1975. He is on leave from his post in the NTID Center for Research, Teaching and Learning to participate in PEN-International.

Professor Tsutomu Araki is project coordinator at TCT. He is associate professor of mechanical engineering and is an expert in the use of educational technology and ISDN technology for teleconferencing.

The other members of the PEN-International home office at NTID are presented in [Appendix B.1.](#), as are the members of the TCT and TUT PEN-International teams. The

USA and Japan PEN-International teams were fully constituted by 15 May 2001.  
([Appendix B.2.](#)) <http://www.pen.ntid.rit.edu/tctteam.php>

### **3. Establish Offices at NTID and a Lab at TCT**

**NTID Offices.** For the first six months of this budget year (1 March to 31 August 2001), PEN-International staff occupied temporary space at NTID (775 square feet). During those six months, program staff worked with NTID's facility management staff and architects to design permanent space for PEN-International. On 1 September, PEN-International took possession of 2000 square feet of newly renovated space. NTID assumed the expense for renovating these facilities (more than \$180,000) and PEN-International paid the cost for the office furnishings and the information technology to equip the space. Images of the temporary space and the renovated space are provided for the reader in [Appendix C.1.](#)

In an effort to assure equipment inventory and control at all PEN-International sites, a system of accounting for equipment or software costing more than \$100 was developed and implemented. Equipment is inventoried, labeled and recorded in the PEN-International equipment database. The reader is referred to [Appendix C.2.](#) for a sample of the inventory labels and the inventory database.

**Lab at TCT.** Specifications for the PEN-International multimedia and videoconferencing lab at TCT were determined by 18 July 2001 (see [Appendix C.3.](#)). The first phase of lab construction was completed by 1 October 2001. The second phase, which includes the permanent installation of the ISDN videoconferencing equipment, will be completed by 1 January 2002. A schematic diagram of the lab arrangements at TCT is presented in [Appendix C.4.](#)

The lab was officially dedicated on 1 October 2001 (see [Appendix C.5.](#)). Attending the dedication were the following officials from The Nippon Foundation:

- R. Utagawa, Executive Director, The Nippon Foundation
- S. Ohno, Director of International Affairs, The Nippon Foundation
- Y. Ishii, Senior Project Officer, The Nippon Foundation
- M. Suga, Project Officer, The Nippon Foundation

A major highlight of the ceremony was a teleconference at which the winners of the Robert F. Panara Haiku Competition at NTID and TCT were presented (Dr. Panara participated in the teleconference, as did the first and second place winners from NTID and TCT).

Professor Cushman of NTID and Professor Matsufuji of TCT conducted the haiku contest as a cultural exchange. The contest was designed to allow students at TCT and NTID to learn more about each other's culture and provide them a creative mechanism for self-expression.

A panel of experts in each country selected the winners and the student winners received awards for the purchase of books and supplies from the bookstores at NTID and TCT respectively. The winning poems are available for review in [Appendix C.6](#). All the winning poems are available at the PEN-International WWW site ([Appendix C.7](#)).

In addition to the videoconference, the 1 October TCT lab opening was video-streamed on the PEN-International WWW site and viewed in real time by colleagues at Tianjin Technical College for the Deaf at Tianjin University of Technology in China ([Appendix C.8](#)). The video-stream was also available over the WWW to anyone accessing the PEN-International WWW site.

#### **4. & 5. Develop MOU with Tianjin University of Technology & Bank Agreement**

On 23 March 2001, a memorandum of understanding (MOU) was signed in Tianjin, China by James J. DeCaro, director of PEN-International, and Guodong Bao, director of Tianjin Technical College for the Deaf of Tianjin University of Technology. The document ([Appendix D](#)) details the roles and responsibilities of NTID and TUT and also details the goals and sentinel events for PEN-International. Further, the document details the procedures for handling PEN-International funds at TUT (account number 2589801001847001 at the Agricultural Bank of China).

#### **6. Establish the PEN-International Lab at TUT**

Specifications for the PEN-International multimedia and videoconferencing lab at TUT were determined by 24 July 2001 (see [Appendix E.1](#)). The first phase of lab construction was completed by 3 October 2001. The second phase, which includes the permanent installation of the ISDN videoconferencing equipment and the creation of the faculty skills development facility, will be completed by 1 January 2002. Images of the 18-station student lab, the two station faculty lab, the server room and the PEN-International offices at TUT are presented in [Appendix E.2](#). Parenthetically, the TUT faculty and staff human resources utilized to establish the lab have been provided by Director Bao as in-kind contributions to PEN-International.

The lab was officially dedicated on 3 October 2001 (see [Appendix E.3](#)). Attending the dedication were the following officials from The Nippon Foundation:

S. Ohno, Director of International Affairs, The Nippon Foundation  
M. Suga, Project Officer, The Nippon Foundation

Also attending were the following officials of the government of the Peoples Republic of China:

W. Yang, Vice Chair, National Federation for the Disabled  
J. Ma, Director, Tianjin Education Committee

The lab dedication ceremony consisted of speeches by Director Bao of TUT, President Li of TUT, Dr. Davila of NTID, Director Ohno of The Nippon Foundation, Ms. Yang and Mr. Ma. An official ribbon cutting, and a lab demonstration by Professor Li, followed these presentations. Professor Li utilized a series of computer-based materials to instruct students who were present at the workstations in the lab. Finally, President Li awarded Dr. J. DeCaro a visiting professorship at TUT at the conclusion of the dedication ceremony.

## **7. Management and Development Team Seminar/Business Meeting**

**Signing Ceremony.** On 29 June 2001 at NTID, a ceremony that officially initiated PEN-International was held at NTID. Representatives of Rochester Institute of Technology, Tsukuba College of Technology, Tianjin University of Technology and Bauman Moscow State Technical University signed the official PEN-International resolution. Mr. R. Utagawa, Executive Director of The Nippon Foundation, signed the resolution as a witness. [Appendix F](#) presents images of the signing ceremony and copies of the signed resolution in English, Japanese, Chinese and Russian.

**Business Meeting.** The first business meeting of the PEN-International Council of Directors was held on 29 June 2001. This inaugural meeting of the council was the first step in establishing the overall management and coordination structure for PEN-International. The agenda for the meeting and the minutes of the meeting are presented in [Appendix G](#).

## **8. Preparation of Materials for Training Tianjin Faculty**

Prior to constructing training materials for faculty from Tianjin Technical College for the Deaf of Tianjin University of Technology, Professor Clymer conducted a needs assessment to determine the skills that faculty and administration at TUT considered essential for achieving PEN-International's first year goals. This needs assessment was conducted between 1 March and 30 April 2001 and resulted in the selection of three areas for attention:

- Teaching and learning strategies for deaf education
- Networking and ISDN skills
- WWW site design to support classroom instruction

NTID faculty with related expertise were contracted to develop materials in each of the three areas detailed above. These materials were translated from English to Chinese. Selected materials were sent to faculty at TUT as pre-reading for the training that occurred at NTID the week of 25 June 2001.

Appendix H contains the training materials that were developed for the training.



## **9. Training of TUT Faculty Members**

Three distinct training sessions for TUT faculty members were delineated in the original proposal to The Nippon Foundation. Pursuant to that commitment, training has occurred in the USA (June 2001), and Tianjin (August and October 2001). The three training sessions are described below.

**Preliminary Training in the USA.** During the week of 25 June 2001, seven faculty members from TUT visited NTID to participate in training regarding the following:

- Teaching and learning strategies for deaf education
- Networking and ISDN skills
- WWW site design to support classroom instruction

On 25, 26 and 27 June, these faculty members attended the NTID Instructional Technology and Education of the Deaf Symposium. The symposium was a gathering of 218 educators, administrators and technology experts from across the USA and around the world. The symposium focused on instructional application of technology for teaching people who are deaf. The faculty members from Tianjin participated in selected sessions addressing the three areas listed above. The symposium offered a survey of best practices and procedures in the use of instructional technology with deaf students. TUT faculty members met and networked with colleagues in deaf education from around the world. Appendix I.1. provides a listing of the sessions attended by the TUT faculty members.

In addition to attending the symposium, the TUT faculty attended special lunchtime seminars on 25, 26 and 27 October. These seminars consisted of discussions with NTID's best and brightest faculty members. The focus of the lunchtime seminars was using educational technology to teach students who are deaf.

Since the official language of the conference was English, PEN-International hired seven Chinese nationals who are graduate students in the RIT Information Technology Department. These students accompanied each of the seven faculty members from TUT and served as their translators and interpreters during their stay at NTID. These students also translated the materials that were used in the training of the Tianjin faculty members. ([Appendix H.](#))

An evaluation of TUT faculty members' satisfaction was conducted. The results of the evaluation are presented in [Appendix I.2.](#) in tabular form. These data show a very high level of satisfaction with the symposium. Overall, the Tianjin faculty members rated the symposium a success.

On 28 and 29 June, the seven faculty members from Tianjin were divided into two teams: a team of two technical experts and team of five teachers. The two technical experts are

the faculty members responsible for networking and ISDN. The five instructional faculty members came from various technical departments at TUT. These two teams participated in training that was tailored to their particular needs. [Appendix H](#) contains the materials used in the training session.

An evaluation of the success of the training sessions was conducted two months after the training. Evaluation data were collected in September so that faculty could reflect upon the utility of the training after returning to Tianjin. The results of the evaluation are presented in [Appendix I.3](#). A review of the appendix shows that the faculty members are extremely satisfied with the training they received while at NTID. Clearly, the TUT faculty members consider the training to be relevant and of high quality. [Appendix J](#) provides an example of the certificate of completion received by the faculty members from Tianjin.

**Training at TUT.** Director Bao of TUT indicated that TUT faculty needed additional training in the application of educational audiology for instructional decisions. He expressed the need for his faculty members to develop skills in using audiological data to help make decisions regarding individualization of instructional interventions to meet student needs.

As a result, Dean N. Ohnuma of TCT developed a series of audiology seminars/workshops and offered these at TUT (19 to 26 August of 2001). Forty faculty members attended the seminars. Twenty were from the college for the deaf at TUT and 20 were from schools for the deaf in Tianjin. Professor Suto of Tsukuba College for the Deaf assisted Dean Ohnuma in presenting the workshops. As part of the training activities, Dean Ohnuma provided TUT with 20 hearing aids, a sound level meter, 6 stethoscopes and 200 hearing aid batteries as a donation from Tsukuba College of Technology.

[Appendix K.1](#) contains a report from Dean Ohnuma regarding the audiology training. In addition, the appendix provides a summary table of the evaluation forms completed by the 40 faculty members who participated in the training. These data are indicative of highly successful and well-received workshops.

**Follow-up Training at TUT.** On 28 and 29 September, prior to the Tianjin lab dedication, Professor Clymer and Mr. R. Rizzo of NTID conducted follow-up training and consultation with faculty at TUT. The training focused upon lab networking and challenges encountered by TUT faculty members in the new lab. All seven of the faculty trained at NTID participated in the sessions, as did 7 faculty members who had yet to be trained but who are using the new lab for their classes. There were no evaluation data collected for these sessions; the sessions were comparable to graduate seminars rather than traditional training. However, minutes of the meeting were maintained ([Appendix K.2](#)).

## **10. Determine Countries to Participate in Years Two and Three**

In an effort to determine which institutions should join PEN-International in years two and three of the project, visits were conducted to Russia and the Philippines. In addition, a site visit will be conducted in late November 2001 (Charles University, Prague, Czech Republic). On the basis of these visits, the following sites have been identified for inclusion in PEN-International.

**Bauman Moscow State Technical University (BMSTU).** Between 3 and 6 June 2001, prior to the signing ceremony in the USA, J. DeCaro, visited Bauman to determine the level of commitment of university administrators. A detailed set of notes regarding the meetings at Bauman is presented in [Appendix L](#).

The meetings were extremely successful. BMSTU has the resources, commitment, personnel and administrative support to warrant joining PEN-International. As a result, BMSTU participated in the signing ceremony and will become an official member of PEN-International in project year two.

**College of St. Benilde of de la Salle University (CSB).** On 4 and 5 October 2001, J. DeCaro, R. Davila and W. Clymer visited the College of St. Benilde of de la Salle University in Manila. The visit focused on the School of Deaf Education and Applied Studies at the college. A series of notes regarding the visit are presented in [Appendix M](#).

The visitation team's assessment of the CSB deafness program is congruent with CSB's self assessment and can be summarized as follows:

The program needs to develop areas of specialization within the curriculum that lead to gainful employment of graduates. CSB's deafness program needs to focus upon discipline content and employable skills. Currently, the program is heavily weighted toward deaf studies and sign language. The program administrators recognize the need to change this focus. The college has submitted a curriculum change proposal to the Philippine Government for review and approval.

CSB will be invited to affiliate with PEN-International as a partner, but the PEN-International team will work with the CSB faculty to assist with curriculum development. The work with CSB will target curriculum development processes rather than the type of faculty development and technology transfer being implemented with other partners.

**Charles University, Prague, Czech Republic.** In November of 2000, J. DeCaro was invited to make a keynote address at the Charles University's International Seminar on Teaching English to Deaf and Hard-of-Hearing Students at the Secondary and Tertiary Level of Education. Previously (15 December 1999), he had worked with Professor Daniela Janakova of Charles University to develop a cooperation agreement between Charles University and NTID for teaching English to deaf students in the Czech Republic.

Charles University, the premier university in the Czech Republic, has opened its doors to students who are deaf. However, deaf students have encountered significant impediments to successfully negotiating the university curriculum because of weak English language competence. As a result, Charles University has established a language center to assist students in the development of their Czech and English language skills.

Since Charles University has demonstrated a strong interest in serving deaf students and has invested in a compensatory program to assist such students, DeCaro and Clymer will make a trip to Prague at the end of November 2001. The trip will focus on development of an MOU between Charles University and NTID. Meetings are scheduled with the dean, vice rector and other responsible administrative authorities.

### **11. Construct a WWW Site**

Considerable human resources have been dedicated to the creation of a [PEN-International Web site](#) (the site is linked to The Nippon Foundation site). PEN-International's WWW site will serve as the universal portal for the project. We are building the infrastructure for an international WWW-based network of postsecondary educational institutions. To date, the following has been accomplished as regards the WWW site:

- The prototype site is available at: <http://www.pen.ntid.rit.edu/>
- The overall design of the site is completed
- The site has been linked to the WWW sites of each partner institution and The Nippon Foundation WWW site
- Video-streaming has been incorporated as a site feature
- The site was pilot tested as part of the lab opening at TCT (1 October 2001)
- Site materials are being translated from English to Chinese and Japanese, and are being posted on the site
- The site has been reviewed by a design expert and by users, and is undergoing revisions and refinements on the basis of the critique

The site will be fully operational by the end of February 2002. [Appendix N](#) provides color copies of the various pages of the prototype WWW site.

### **12. Identify a Research Agenda**

Originally, it was anticipated that an inventory of postsecondary education programs for deaf students would be constructed during the first year of the project. This, however, has proven to be a more challenging undertaking than had previously been expected.

A search of the WWW and other available data sources has indicated a dearth of information. Further, those data that are available are sketchy at best. The project team has been able to locate one volume that addresses education of the deaf in selected

countries. However, this volume focuses primarily upon education at the elementary and secondary level and contains very limited data on tertiary education.

Brelje, H.W. (1999). *Global Perspectives on the Education of the Deaf in Selected Countries*. Hillsboro, Oregon: Butte Publications.

There is no worldwide database regarding postsecondary education for students who are deaf as there is in the USA. PEN-International project director J. DeCaro is one of the editors of a volume published by Gallaudet University and NTID. That volume lists over 100 colleges and universities in the USA that provide a postsecondary program for students who are deaf. The book is published bi-annually in hard copy and is also available on the WWW (<http://gri.gallaudet.edu/ccg/>).

King, S.J., DeCaro, J.J., Karchmer, M.A. & Cole, K.J. (Eds.) (2001). *College and Career Programs for Deaf Students*. Washington, D.C.: Gallaudet University.

The lack of an international database became a topic for discussion among Director Bao, Dean Ohnuma, Director DeCaro and Professor Clymer at meetings held in Tsukuba and Tianjin during the month of October 2001. All parties agreed that the construction of an international database would be a major contribution to the field of postsecondary education of the deaf. It was further agreed that PEN-International would undertake this effort as its primary research agenda for the next two and one-half years. The goal of the research will be as follows:

**To construct a comprehensive worldwide database of colleges and universities that provide services and programs for students who are deaf and to make that database available as a public service, free of charge, on the PEN-International WWW site.**

### **13. Student Exchanges**

International cultural exchanges are being fostered. These exchanges are serving to expose student participants to various cultures. The underlying philosophy of the exchanges is as follows: **to strengthen each participant's cultural and personal identity while simultaneously helping them develop an understanding of the diverse cultures that affect the global marketplace.**

Two types of exchange have occurred and will continue to occur in the first year of the program: 'virtual' and 'real'. A 'virtual' cultural exchange occurred through a teleconference that was part of the Robert F. Panara Haiku competition. Three students at NTID and two students at TCT participated in a cross-cultural exchange via teleconferencing technology during the opening ceremonies for the TCT PEN-International lab.

The 'real' exchange is occurring at the end of November of 2001 when a delegation of ten individuals from NTID and five individuals from TCT visit Tianjin Technical College for the Deaf of Tianjin University of Technology as ambassadors of goodwill. A set of guidelines was developed for selecting student ambassadors and these were applied at both NTID and TCT. The guidelines are presented in [Appendix O.1](#). Six students, two faculty and two interpreters comprise the NTID delegation. Three students and two faculty members constitute the TCT delegation. A list of names for the members of the NTID and TCT delegations are presented in [Appendix O.2](#).

A second exchange will occur in April of 2002 when a delegation from Tianjin will visit Japan. This second exchange has been deferred in order to accommodate schedules at all three schools. Therefore, half of the exchanges slated for the first year of PEN-International will occur in the second year of the program. This will necessitate our carrying forward the remaining funds for student exchanges to budget year two.

#### **14. Prepare and Submit the Second Year Funding Proposal**

The second year funding proposal accompanies this report as a separate document.

## **Evaluation Plan, Public Relations/Information and Budget**

This section of the document provides a report regarding the PEN-International evaluation plan, public relations/information and budget. It must be noted that the budget report is preliminary. We are reporting progress in November, however there are four months left in the PEN-International budget year. It must be noted that a comprehensive budget report will be submitted to The Foundation in March of 2002 when the books for the first budget year are closed and reconciled.

### **1. Evaluation Plan**

On-going evaluation of project performance is occurring via data collection. This includes the following:

- Information regarding achieving project tasks and timelines
- Information regarding the level of satisfaction of institutional administrators regarding the project
- Information regarding the satisfaction of the faculty at each participant institution with training and equipment
- Information regarding student use of the laboratories.

There has been attention to formative evaluation as each of the components of the project is designed, developed and implemented. Formative evaluation provides developers of various project components the information needed to help improve and expand the network components to meet desired outcomes. To this end, an evaluation plan for Tianjin University of Technology has been developed and will serve as the prototype evaluation system to be used at future PEN-International partner institutions (see [Appendix P](#)).

In addition, data have been collected regarding the satisfaction of administrators at participant institutions. These data are reported for each country in [Appendix Q](#). Challenges have been identified as regards the transfer of funds to Japan and this was addressed and resolved at the 1 October business meeting in Tsukuba. Suggestions have been made regarding improvement of the project and these are being addressed with each of the partners.

### **2. Public Relations/Information**

Information regarding PEN-International has appeared in a variety of media in the USA, Russia, China and Japan. Attachment R contains press clippings and other documentation of public information regarding PEN-International. A total of 21 placements have been documented.

### **3. Budget**

The most recent budget statement available for this report is that for October 2001. We have taken that document and augmented it with expenditures noted in our office ledger that have yet to be posted in the official RIT budgeting system. The table below provides a summary of expenditures as of 31 October 2001. We are approximately 66% through the budget year and have expended 54% of available funds.

There will be no budget deficit. However, since this is the first year of the program and since the budget proposal to The Foundation was based upon estimates, we will request the flexibility to move funds from one expense item to another, as we have done in the past. A request to move funds from one item code to another will be ready for submission to The Foundation by 1 January 2002.

<b>Category</b>	<b>Budgeted</b>	<b>Expended</b>
Staff Salaries	\$222,795	\$128,897.77
Staff Fringe Benefits	48,529	31,115.37
Contracted Services	105,000	40,494.47
Travel	68,400	59,466.21
Equipment & Software	232,500	144,256.27
Space/Utilities	40,000	13,312.50
Other Major Participant Expenses	58,000	17,181.30
Other Operating Expenses	68,000	24,011.73
Direct Costs Budget	843,174	458,735.62
Indirect Costs (10%)	68,476	35,641.27
<b>Total</b>	<b>\$911,700</b>	<b>\$494,377</b>