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**CENTERS AND INSTITUTES COMMITTEE**  
**Minutes of 9 October 2024**

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Centers and Institutes Committee was called to order at 10 a.m. on 9 October 2024, via Webex by Bret Wagner, chair.

**Members in Attendance:** Dustin Altschul, Ron Cisler, Brett Geier, Matthew Ross, Jana Schulman, Bret Wagner, Lee Wells

**Members Absent:** Christopher Cheatham, Remzi Seker

**Ex Officio:** Janet Hahn

**Quorum**

A quorum was present with eight members in attendance, of the five needed to establish a quorum.

**Agenda**

**[MOTION]** It was moved by Ross, seconded by Geier, to accept the agenda. The motion carried.

**Minutes**

None.

**Reports of Officers**

Faculty Senate President Naugle presented the 2024-25 CIC charges.

Chair Wagner summarized the history leading to the development of CIC and the recently approved Memorandum of Action 24/06 Revision of the Policy on Centers and Institutes. Chair Wagner offered to send additional background material following the meeting.

Ex Officio Hahn did not provide a report

**Election of Officers**

Ex Officio Hahn sought nominees for the 2024-25 CIC vice chair and secretary.

**[MOTION]** It was moved by Wagner, seconded by Ross, to elect Geier as vice chair and Wells as secretary for CIC 2024-25. The motion passed unanimously.

**New Business**

CIC members reviewed the 2024-25 draft committee charges and agreed on the following changes:

1. Add the word "criteria" to Charge #1 to read "Develop criteria and procedures to support the process to create a center of institute".
2. Add the word "criteria" to Charge #2 to read "Develop webform and criteria for submission of annual status report for each center and institute".
3. On Charge #3, the first sentence should be revised to "Collect annual status report for centers and institutes".
4. Add a new charge, likely a new #5, to read "Develop recommendations for the criteria and procedures for the five-year review of centers and institutes".

Due to being over the one-hour time limit for the meeting, CIC members decided to vote on approval of the revised charges at the 13 November meeting.

**Announcements**

CIC will invite Curriculum Manager Lisa DeChano-Cook to the November meeting to discuss options for collecting the annual status reports.

**Adjournment**

The meeting was adjourned by Chair Wagner at 11:05 a.m. The Centers and Institutes Committee will next meet on 13 November 2024 at 10 a.m. via Webex.

**Approval**

Submitted by Janet Hahn, Ex Officio/Substitute Secretary

Minutes approved 13 November 2024.