



CENTERS AND INSTITUTES COMMITTEE
Minutes of 13 November 2024

Call to Order

The regular meeting of the Western Michigan University Faculty Senate Centers and Institutes Committee was called to order at 10:03 a.m. on 13 November 2024, via Webex by Bret Wagner, chair.

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

Members Absent: Dustin Altschul, Christopher Cheatham, Remzi Seker

Guest: Lisa DeChano-Cook, Curriculum Manager

Ex Officio: Janet Hahn

Quorum

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

Agenda

[MOTION] It was moved by Schulman, seconded by Cisler, to accept the agenda. The motion carried.

Minutes

[MOTION] It was moved by Schulman, seconded by Geier, to accept the minutes of 9 October 2024. The motion carried.

Reports of Officers

Chair Wagner discussed using Microsoft Teams as the repository for CIC. Chair Wagner shared a revised version of the CIC charges.

Ex Officio Hahn identified the need to establish a communication protocol among CIC, administrative members, Cheatham, and Seker.

New Business

Dechano-Cook presented on the use of Curriculumlog (henceforth referred to as Curriculum) for creating/managing centers and institutes. The need to seek approval from the faculty senate to use a system not specifically designed for creating/managing centers was suggested.

Centers and Institutes Annual Web Form: Discussion regarding the use of the curriculum extended to other avenues for creating/managing centers and institutes. These avenues included WebForms and Qualtrics. The major concern was balancing each system's capabilities with the learning curve that would be placed on the end-users (center and institute directors).

Content of Five-year Report: Tabled until the committee's next meeting.

Unfinished Business

The edited version of the CIC charges document was missing important information regarding the committee's rationale and purpose. Chair Wagner will revise this document.

Adjournment

The meeting was adjourned by Chair Wagner at 10:59 a.m. The Centers and Institutes Committee will next meet on 11 December 2024 at 10 a.m. via Webex.

Approval

Submitted by Lee Wells, Secretary
Minutes approved 11 December 2024.