



CENTERS AND INSTITUTES COMMITTEE
Minutes of 11 December 2024

Call to Order

The regular meeting of the Western Michigan University Faculty Senate Centers and Institutes Committee was called to order at 10:09 a.m. on 11 December 2024, via Webex by Bret Wagner, chair.

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

Members Absent: Dustin Altschul, Christopher Cheatham, Brett Geier, Remzi Seker

Ex Officio: Janet Hahn

Quorum

A quorum was present with six 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

It was discussed that Curriculum, due to a recent name change, was also referred to as Curriculog.

[MOTION] It was moved by Schulman, seconded by Wells, to amend the 13 November 2024 minutes to add “henceforth referred to as Curriculum” after the first use of Curriculog. The motion carried.

Reports of Officers

Chair Wagner and Ex Officio Hahn met to discuss software needs for creating/managing centers and institutes. Chair Wagner will work on creating the Teams repository over winter break.

Ex Officio Hahn will work with the Faculty Senate office to get a revised Memorandum of Action (MOA).

New Business

Approve Revised 2024-25 Centers and Institutes Committee Charges:

It was discussed that CIC charges 2 & 4 were incorrect. Charge 2 specifies that CIC will develop “criteria for a webform for submission of annual status report”. CIC should consider developing a method for the submission of an annual status report. Charge 4 states that CIC will “annually collect status information on centers and institutes.” CIC should consider providing a method and process for submitting annual status information on centers and institutes. It was recommended that the Faculty Senate should revise these charges.

Determine Technology for Annual Review Process:

[MOTION] It was moved by Ross, seconded by Cisler, to pursue the use of Curriculum (henceforth referred to as Curriculum).

It was discussed that CIC create the content needed for the annual review and invite Curriculum Manager Lisa DeChano-Cook to the February 2025 CIC meeting to discuss further.

Develop a List of Centers and Institutes: Chair Wagner will work on creating an initial list over winter break.

Unfinished Business

CIC identified that it was not charged with the creation of a five-year report. Rather, CIC provides a process for collecting annual reports to facilitate administrators in performing a five-year review.

Announcements

None.

Adjournment

The meeting was adjourned by Chair Wagner at 10:53 a.m. The Centers and Institutes Committee will next meet on 8 January 2025 at 10 a.m. via Webex.

Approval

Submitted by Lee Wells, Secretary

Minutes approved 8 January 2025.