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**CENTERS AND INSTITUTES COMMITTEE**  
**Minutes of 12 February 2025**

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Centers and Institutes Committee was called to order at 10:01 a.m. on 12 February 2025, 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

**Guest:** Lisa DeChano-Cook, Curriculum Manager

**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 Cisler, seconded by Schulman, to accept the agenda. The motion carried.

**Minutes**

**[MOTION]** It was moved by Schulman, seconded by Wells, to accept the 8 January 2025 minutes as presented. The motion carried.

**Guest Report**

DeChano-Cook discussed the use of the curriculum for creating/managing centers and institutes. CIC was informed that only board-appointed faculty are allowed to use the Curriculum. There was a discussion on the most appropriate approval routing for annual reports through Curriculum. The CIC, along with DeChano-Cook, revisited the question that would be included in the annual report. DeChano-Cook will begin creating a draft of the curriculum annual report.

**Reports of Officers**

Chair Wagner did not provide a report.

Ex Officio Hahn did not provide a report.

**New Business**

None.

**Unfinished Business**

None.

**Announcements**

None.

**Adjournment**

The meeting was adjourned by Chair Wagner at 11:01 a.m. The Centers and Institutes Committee will next meet on 12 March 2025 at 10 a.m. via Webex.

**Approval**

Submitted by Lee Wells, Secretary

Minutes approved on 12 March 2025.