

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE CENTERS & INSTITUTES COMMITTEE
Minutes of 9 August 2017

Members Present: Osama Abudayyeh, Charles Henderson, John Kapenga, Stephen Magura, Randy Ott, Carol Sunberg, Steve Zeibarth

Members Absent: Sisay Asefa

Advisory Members Present: Sherine Obare

Advisory Members Absent: Jody Brylinsky

Guest: Suzan Ayers

Staff: Sue Brodasky

Faculty Senate President Suzan Ayers called the meeting to order at 11:08 a.m.

ACTION ITEMS

Approval of Agenda

A motion was made by Abudayyeh, seconded by Ott, to approve the agenda as presented. Motion carried.

Faculty Senate President Comments

Ayers provided a recap of the Project Management meeting regarding the institutional review process, including academic program review and planning, learner support program review and planning, and the final stage that includes Centers & Institutes and the administration. The documents distributed at that meeting were created based on the first two review segments, and offered as a template to assist this committee in developing reporting templates. It was noted that the documents appear to be a good starting point and have merit

Acceptance of Charges

Ayers charged the committee as follows:

1. Develop criteria to be used in the review process.
2. Review new University Center and Institute proposals.
3. Review all Center and Institute annual and five-year reports.
4. Provide planning recommendations based on reviews.
5. Submit an annual report to the Faculty Senate summarizing reviews and recommendations

Ayers noted that the committee has no authority to close a Center or Institute based on review of reports, per MOA-14/03. Discussion was held regarding current processing of reports. This committee is being asked to develop the process of how annual and five-year reports are compiled, and to what audience they are distributed. This process should include a timeline and reporting structures. It was noted that it would be important that feedback is considered and action taken based on the findings of the reports. Discussion was held regarding criteria of the reports, which was stated the committee's advisory members are the resource to inform the committee as they form the report templates.

Election of Officers

Election of officers is to include Chair, Vice Chair, and Secretary. A nomination was made for Asefa as chair; in his absence, the nomination was not confirmed. No chair

was elected. Henderson was nominated and elected as Vice Chair. Sundberg was nominated and elected as Secretary.

In the absence of a Chair the Faculty Senate Executive Board Liaison chaired the remainder of the meeting.

INFORMATION ITEMS

Templates

Discussion was held and edits were suggested to the template provided by Brylinsky at the Project Management meeting. Faculty Senate staff was asked to obtain the original documents and apply the proposed edits for further review at the next meeting.

Future Steps

Next steps were established as follows:

1. Continue revision of template
2. Set criteria for the review process for one and five-year reports
3. Set criteria for the review process for new center and institute proposals
4. Provide recommendations as necessary

Meeting Schedule

Since a chair has yet to be elected the committee set one upcoming meeting date, at which upon election of a chair, a reoccurring schedule will be established. Faculty Senate staff was asked to coordinate the room reservation for the next meeting.

OTHER

The Centers & Institutes Committee will meet next on 30 August 2017 in Bernhard Center – President's Dining Room. Faculty Senate Liaison Osama Abudayyeh adjourned the meeting at 12:30 p.m.

Submitted by: Sue Brodasky, Faculty Senate Administrator