

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

CENTERS & INSTITUTES COMMITTEE
Meeting Minutes of 30 August 2017
Faculty Lounge, Bernhard Center

Members Present: Sisay Asefa, John Kapenga, David Rudge, Carol Sundberg, Steve Ziebarth

Members Absent: Charles Henderson, Stephen Magura, Randy Ott

Ex Officio Member Present: Osama Abudayyeh

Advisory Member Present: Sherine Obare

Advisory Member Absent: Jody Brylinsky

In the absence of a Chair, Abudayyeh called the meeting to order at 11 a.m.

PROCEDURAL ITEMS

Acceptance of the Agenda

A motion was made by Sundberg, seconded by Asefa, to accept the agenda as presented. Motion carried.

Approval of 9 August 2017 Minutes

A motion was made by Sundberg, seconded by Asefa, to approve the 9 August minutes as presented. Motion carried.

ACTION ITEMS

Election of Officers

Asefa accepted the nomination for chair from the prior meeting. No other nominations were made. Asefa was confirmed as chair.

Meeting Schedule

The committee agreed to schedule a once per month meeting. Typically meetings will be held in the afternoon on a Tuesday or Thursday during the first or second week of the month. The next meeting will be 5 October at 3:30 p.m., location to be determined.

Proposal Review

A proposal for an Institute for Intercultural and Anthropological Studies was sent to the committee for review by the College of Arts and Sciences after being reviewed by the CAS Curriculum Committee. Discussion was held regarding the role the C&I committee plays in the review of a new institute. It was questioned if the C&I committee has been established as a standing committee of the Senate. According to the committee charges outlined in the minutes of August 9, it was confirmed that the C&I Committee is to review proposals.

A motion was made by Kapenga, seconded by Asefa, to postpone the review of the proposal for a new institute until the next meeting with an invitation to the institute Chair/Director/Dean to attend the meeting. Motion carried.

INFORMATION / DISCUSSTION ITEMS

Develop Proposal Criteria

With the postponed proposal, there is an urgency to develop a list of criteria for reviewing centers and institutes, rather than continuing the discussion of creating a template. Discussion was held regarding of the committee charge which includes reviewing proposals for new centers and institutes and making a recommendation to the Faculty Senate.

Discussion was held regarding creating a list of criteria that can later be applied to a template. There will be a list for the initial review and a list for the one year and five year review. There was some discussion of the purpose of the criteria, whether it was to be descriptive vs evaluative. There was discussion about academic departments not being required to submit reports on an annual basis; however, the University has other means to gather data on departments. Centers and institutes have unique circumstances and some centers created under grant funding might lose their purpose once funding ends, hence the need to review centers and institutes on a more regular basis.

Report Template

The committee reviewed the questions on the template and identified those that should be considered as criteria. A question should be added about the mission and the contribution to the University mission. Should the criteria address one of the pillars of the University? Final template should include Table 1 from the current template. It was decided that different information is needed depending on whether a center/institute is coming into existence vs established. The purpose and mission may be more important initially but as an annual review, a center/institute doesn't need to continually defend its relationship to the three University pillars. For an annual review, a center/institute should simply describe what was accomplished, what resources were needed, and how the mission was fulfilled. The annual review form could be simple. Another question could be whether the mission, or the funding, has changed. The five-year report could be a longer report. It was suggested that committee members fill out the template developed, applied to their own center/institute, once a reporting template is agreed upon.

OTHER

Next steps were established as follows:

1. Review and edit a list of questions/criteria using an overhead projector.
2. Establish questions that will be required in the initial proposal vs one-year vs five-year reports.
3. Determine what types of recommendations will be made by the committee. Will it be a forum for others to share issues about center and institutes?
4. Consider sending questions/criteria to all centers and institutes for input.

ADJOURNMENT

The meeting was adjourned at 12:17 p.m. by Chair Asefa.

Submitted by: Carol Sundberg, Secretary