

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE**

**CENTERS & INSTITUTES COMMITTEE
Meeting Minutes of 6 February 2018
Bernhard Center – Room Faculty Lounge**

Members Present: Sisay Asefa, Massood Atashbar, Charles Henderson, David Rudge, Steve Ziebarth

Members Absent: John Kapenga, Stephen Magura, Randy Ott, Carol Sundberg

Ex Officio Member Present: Osama Abudayyeh

Advisory Member Present: Sherine Obare

Advisory Member Absent: Jody Brylinsky

The meeting was called to order by Chair Pro tempore Abudayyeh at 1 p.m.

PROCEDURAL ITEMS

Acceptance of the Agenda

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

Approval of 10 January 2018 Minutes

A motion was made by Henderson, seconded by Asefa, to approve the 10 January minutes as presented. Motion carried.

ACTION ITEMS

CEAS – Georgeau Construction Research Center Proposal

Abudayyeh stated there would be no other units affected; the center will only apply to students and researchers. He further noted that there are no courses being offered through the center. The center is currently being funded from a quasi-endowment. Abudayyeh recused himself from further discussion and left the meeting. Vice Chair Henderson led the meeting.

Discussion was held and the following questions were submitted to Abudayyeh to provide a response at the next meeting:

- Given that the center will occupy five labs in the College of Engineering and Applied Sciences, can approval of the labs be provided? Concern was expressed about the current occupancy of those labs. A letter indicating approval for use of the labs from the current occupants and the college dean was requested. Further, the letter from the current occupants of the labs should indicate that their labs would be part of the center, if that is so planned.
- What is the relationship of the five labs in CEAS to the facility in the airport? Clarification is needed regarding which airport, Kalamazoo or the WMU Battle Creek facility.

OTHER

The next meeting date was discussed. Considering the 6 March meeting date is during spring break, the Faculty Senate office staff will be asked to change the meeting date to 13 March.

Obare shared with the committee that the Faculty Senate Executive Board has asked the committee to develop a process to notify center and institute directors of annual reviews of centers and institutes.

It was agreed that:

- College level centers should be reviewed by the college dean.
- University centers and institutes should be reviewed by the provost.
- The committee could provide recommendations, if requested, to a dean or the provost regarding specific centers and institutes that may need additional review.
- An appeal process should be created.
- Options for probationary status, following an unfavorable review, should be made available with the opportunity for the center/institute to correct concerns identified.
- A submission system should be created whereby comments and approval is an outcome of the review. All reviewers must provide feedback on the reports.
- The annual-review process would help the administration collect data, while the five-year review process would be an evaluation of the center/institute.
- The five-year review process should involve the Centers & Institutes Committee.
- Annual reviews should be shared with the Office of Vice President for Research such that the data is made available for research purposes.

It was proposed that annual reports would be due to deans/provost on May 15 of each year. Response from the deans/provost would be due back to the director of the centers/institutes on June 15 of each year.

At the next meeting, the committee will review MOA-14/03: Revised Policy on Centers and Institutes as well as the list of centers and institutes in order to agree on a schedule of review.

ADJOURNMENT

The meeting was adjourned at 2:30 p.m. by Vice Chair Henderson.

Submitted by: Sherine Obare due to absence of Carol Sundberg.