

## WESTERN MICHIGAN UNIVERSITY FACULTY SENATE

### CENTERS & INSTITUTES COMMITTEE Meeting Minutes of 3 April 2018 Bernhard Center – Faculty Lounge

**Members Present:** Massood Atashbar, Stephen Magura, Carol Sundberg, Steve Ziebarth

**Members Absent:** Sisay Asefa, Charles Henderson, John Kapenga, David Rudge, Randy Ott

**Ex Officio Member Present:** Osama Abudayyeh

**Advisory Members Absent:** Jody Brylinsky, Sherine Obare

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

#### PROCEDURAL ITEMS

##### *Acceptance of the Agenda*

An action item was added for review of the Richmond Institute for Design and Innovation proposal.

A motion was made by Atashbar, seconded by Ziebarth, to accept the agenda as amended. Motion carried.

##### *Approval of 13 March 2018 Minutes*

Minutes of 13 March were corrected for attendance. Having no quorum approval of the minutes was postponed.

#### ACTION ITEM

##### *Richmond Center for Design and Innovation*

Using the newly created criteria for new proposals, the committee reviewed the proposal to establish the Richmond Institute for Design and Innovation. The proposal was submitted without the benefit of the C&I committee's new proposal criteria.

There were a number of questions generated by the committee.

- What specific classification is being requested?
- If the RIDI is intended to be a University institute, one that includes the involvement of three colleges, then the proposal requires a signature from the dean of each college and/or a letter of commitment from each college.
- Additional information about what the program/curriculum would look like and implementation details will be requested of the proposer.
- A more detailed description of the organizational structure will be asked for that addresses how the institute will integrate three colleges and how it fits in the overall structure of the University.
- Additional details are needed about the overall budget model, in particular, how the program will be managed. Will the institute be hiring more people? The proposal includes examples of funding from sponsored projects, but where is the funding for academic program(s)? Who will provide these program services and where will the revenue come from for these positions?

A recommendation for this proposal was deferred until the additional materials are provided. The committee will request that additional materials addressing the committee's concerns to be provided by 23 April. The new criteria for University

Centers and Institutes will be given to the director of the RIDI as a reference in preparing information for the committee. The RIDI director will be invited to attend the next committee meeting to provide an overview of the proposed institute.

#### INFORMATION/DISCUSSION

##### *Develop Forms*

The committee used the review criteria developed previously to create a template for documenting the review results for annual and 5-year reviews. The committee agreed to continue the work at the next meeting.

#### OTHER

The next meeting is 1 May at 1 p.m. The committee agreed to meet between academic semesters.

#### ADJOURNMENT

The meeting was adjourned at 2:15 p.m. by Abudayyeh.

Submitted by: Carol Sundberg