Academic and Information Technology Council
15 September 2025

Call to Order
The regular meeting of the Western Michigan University Faculty Senate Academic and Information Technology Council was called to order at 10 a.m. on 15 September 2025 via Webex by Jessica Cataldo, chair.

Members Present: Brian Carnell, Jessica Cataldo, Chad Edwards, Paul Gallagher, Andrew Holmes, Pavel Ikonomov, Michael Kawhaji, Katie Marshall, Lochlan McElroy, Joshua Naranjo, Abena Pinamang, Geraldine Rinna
Members Absent: Cara Masselink, Scott Puckett, Daniela Schroeter
Ex Officio: Kieran Fogarty
Guests: Bryon Glock, Director of Enterprise Application Success; Amy Naugle, Faculty Senate President

Quorum
A quorum was present with 13 members in attendance, of the nine needed to establish quorum.

Agenda
An amendment was made to move item 7c Election of Academic and Information Technology Council Secretary to immediately after Naugle's remarks.
It was moved by Fogarty, seconded by Carnell, to accept the agenda as amended. The motion carried unanimously.

Minutes
It was moved by Fogarty, seconded by Lochlan, to approve the 19 May 2025 minutes as provided. The motion carried unanimously.

Election
Fogarty nominated Carnell for secretary.
It was moved by Fogarty, seconded by Holmes, to elect Carnell as secretary. The motion carried unanimously.

Reports of Officers
President Naugle presented the 2025-26 Academic and Information Technology Council charges.

Chair Cataldo did not provide a report.

Ex Officio Fogarty reported that several other committees were given a charge relative to Artificial Intelligence, and those committees will be communicating their findings to the AITC and working directly with the AITC.

Reports of University Representatives
Andrew Holmes, Chief Information Officer, reported Information Technology updates:
- Webex Calling transition:
  - The phone transition to WebEx Calling is 60-65 percent complete. Dean and Business offices will receive invoices for all phone lines, even if total amount is $0 to provide visibility on phone usage.
  - Hardware to revamp equipment to provide for electronic faxing has been received and will be deployed in early 2026. This will replace existing fax machines.
- Classroom technology refresh:

- A Request for proposal (RFP) is being distributed in order to refresh the technology in 26 classrooms. A second RFP will be distributed in Spring 2025-26 to refresh another 25 classrooms. The Office of Information Technology (OIT) is in the process of putting together a page on its website that will list all of the classrooms that will receive technology upgrades.
- OIT is working on an RFP to upgrade the University's existing Dynamic Host Configuration Protocol (DHCP)/Domain Name System (DNS) infrastructure
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- OIT was able to secure funding internally to support Staff for classroom technology assistance, and is in the process of hiring.
- Technology Compliance Review:
  - The review process is being overhauled and simplified, and will emphasize greater reliance on local IT staff.
- Duo Mobile Two Factor Authenticator App
  - Duo SMS will be eliminated
  - Duo will transition to verified push, such that the application will present a code that has to be entered into the Duo mobile app by users
  - A communication plan for these changes is coming
- Cybersecurity training provider:
  - Switching from KnowBe4 to Ninjeo.
  - KnowBe4 was limited to faculty and staff, but Ninjeo will also be available to students.

Brian Carnell, Associate Director, Educational Technology reported updates:
- WMUx was dissolved over the summer, and the units/individuals sent to various other areas within the University
- The educational technology, instructional design, and Office of Faculty Development groups are now part of a single teaching and learning group reporting to Sara Nelson, Associate Vice President for Strategic Initiatives.

Bryon Glock, Director of Enterprise Application Success reported:
- Artificial Intelligence (AI) in Salesforce that would summarize information related to a student prior to an advising meeting.
- OIT conducted a demo/proof of concept for this earlier this year, and will share a recorded video of that demo.

Unfinished Business
Chair Cataldo said the Memorandum of Action (MOA) on Course Definitions is finished, and there will be a vote at the 20 October 2025 Academic and Information Technology Council meeting on the final version of the MOA. Cataldo will contact the Faculty Senate office to determine what the next steps in MOA process.

New Business
Chair Cataldo reported plans to create separate subcommittees to address each of the first three 2025-26 charges: artificial intelligence, classroom instruction, and cybersecurity.

Discussion was held regarding charge #4 about part-time faculty and students retaining access to WMU software between semesters. The council indicated this charge may already be resolved. Andrew Holmes said that OIT follows whatever agreements and policies already exist that govern this topic.

Kawhaji, chair of the Professional Concerns Committee reported that the committee is drafting an artificial intelligence syllabus statement.

Announcements
None.

Adjournment
Chair Cataldo adjourned the meeting at 11:30 a.m. The Academic and Information Technology Council will meet next on 20 October 2025 via Webex.

Approval
Submitted by Brian Carnell, Secretary

Minutes were approved 20 October 2025.