
**Academic Information Technology Council
Minutes of 16 October 2023****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Academic Information Technology Council was called to order at 10:04 a.m. on 16 October 2023 via Webex video conferencing by Timothy Broadwater, chair.

Members Present: Timothy Broadwater, Brian Carnell, Jessica Cataldo, Matthew Fries, Paul Gallagher, Pavel Ikononov, Katie Marshall, Cara Masselink, Joshua Naranjo, Geraldine Rinna, Ryan Tay, Zoann Snyder

Members Absent: Colin Cork, Annette Hamel, Andrew Holmes, Michael Kahwaji, Scott Puckett

Ex Officio: Kieran Fogarty

Guest: Bryon Glock, Director of Enterprise Application Success, Office of Information Technology

Quorum

A quorum was present with 13 members in attendance, of the 10 needed to establish a quorum.

Agenda

[MOTION] It was moved by Rinna, seconded by Gallagher, to accept the agenda as presented. The motion carried unanimously.

Minutes

[MOTION] It was moved by Masselink, seconded by Cataldo, to approve the 18 September 2023 minutes as presented. The motion carried unanimously.

Reports of Officers

Chair Broadwater did not provide a report.

Ex Officio Fogarty reported on the Artificial Intelligence (AI) Ad Hoc Committee. Chair Broadwater is a member, and Carnell would like to join. The AI Ad Hoc Committee goals and activities are:

1. WMU to become an AI literacy campus
2. Start with information and baseline knowledge
3. Meet twice a month
4. AI in Graduate Education Webinar on 1 November 2023

Reports of University Representatives

Carnell reported on the data retention policy for Elearning. A five-year Elearning removal (students, retirees) instituted in 2018 has been stopped until a data retention policy is agreed upon.

Glock reported on the University Customer Relationship Management (CRM) system, GoWMU portal, and Success Hub going live in March 2023, which included a student concern form, special programs, etc. Positive improvements were seen from the "soft launch". The two-and-a-half-year process will be completed in January 2024.

Tay reported on the interim AI guidelines.

Unfinished Business

None.

New Business

AITC participation in Cyber Security training includes the need to understand faculty requirements for cyber security training. [Data Security around mobile devices can be reviewed at this link.](#)

Announcements

Glock announced the Cyber Security Conference will be held in the Student Center Ballroom on 31 October from 1 p.m. to 4 p.m. Anyone interested in being a part of the Cyber Security solution at WMU should attend.

Adjournment

[MOTION] It was moved by Ikonov, seconded by Marshall, to adjourn the meeting at 10:51 a.m. The motion carried unanimously. The Academic and Information Technology Council will meet next on 20 November 2023 at 10 a.m. via Webex video conferencing.

Approval

Submitted by Cara Masselink, Secretary

Minutes were approved on 20 November 2023.