
**Academic Information Technology Council
Minutes of 20 November 2023****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Academic Information Technology Council was called to order at 10:01 a.m. on 20 November 2023 via Webex video conferencing by Timothy Broadwater, chair.

Members Present: Timothy Broadwater, Brian Carnell, Jessica Cataldo, Colin Cork, Matthew Fries, Paul Gallagher, Annette Hamel, Andrew Holmes, Pavel Ikonov, Katie Marshall, Cara Masselink, Joshua Naranjo, Geraldine Rinna, Zoann Snyder

Members Absent: Michael Kahwaji, Scott Puckett, Ryan Tay

Ex Officio: Kieran Fogarty

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

Quorum

A quorum was present with 15 members in attendance, of the 10 needed to establish a quorum.

Agenda

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

Minutes

[MOTION] It was moved by Cataldo, seconded by Rinna, to approve the 16 October 2023 minutes as presented. The motion carried unanimously.

Reports of Officers

Chair Broadwater did not provide a report.

Ex Officio Fogarty notified AITC that a survey will be distributed to faculty regarding Artificial Intelligence.

Reports of University Representatives

Holmes reported on the following:

1. Internet Security Summit went well, and there are plans to expand the summit to the regional community and Michigan public university personnel, local law enforcement, and local school communities next year.
2. Office of Information Technology (OIT) security training has moved to quarterly and will take five to ten minutes to complete.
3. Storage survey is still ongoing.
4. Faculty Senate meeting report includes considerations as to the place OIT fits in the organizational structure, unification and organization in academic affairs, and identity and access management, at least 30 years old. These issues, most likely, will be ongoing for up to two years.

Carnell reported on the move of Instructional Technology to Ellsworth. One remodel has been completed, and Instructional Technology will return to the University Computing Center (UCC).

Glock reported on the Student Success Hub. The new release may be available by 27 November. Registration efficiency has improved, and the student concern form is functioning well. The graduate student form is being created. The Student Success Hub has improved communications with all students.

Unfinished Business

None.

New Business

Chair Broadwater led discussions on the following AITC 2023-24 charges:

1. Ad Hoc committee with Carnell and Ex Officio Fogarty – a consultant body for the AI committee
2. Carnell is working on a report for best practices for collaborative projects (e.g., Webex, classroom instruction)
3. Gallagher works on library technology offerings. Chair Broadwater suggested starting with a presentation on library offerings
4. Marshall is compiling a list of policy revisions and updates and will forward it to Chair Broadwater. Holmes added that policy reviews & updates are also occurring in the Office of Information and Technology, and would like to collaborate
5. Software access between semesters.

Announcements

None.

Adjournment

[MOTION] It was moved by Ikonov, seconded by Cork, to adjourn the meeting at 10:35 a.m. The motion carried unanimously. The Academic and Information Technology Council will meet next on 4 December 2023 at 10 a.m. via Webex video conferencing.

Approval

Submitted by Cara Masselink, Secretary

Minutes were approved on 4 December 2023.