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**Academic Information Technology Council  
Minutes of 4 December 2023****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Academic Information Technology Council was called to order at 10:02 a.m. on 4 December 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, Office of Information Technology; Alex Teal, University Libraries

**Quorum**

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

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Rinna, seconded by Cork, to approve the 20 November 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) Subcommittee survey, which is now closed. Data analysis to occur during fall break. Two to three focus groups will be scheduled. Faculty reporting concerns on AI usage during finals and how to prove AI use.

**Reports of University Representatives**

Holmes reported that the University experienced a fisher attempt on 1 December.

Carnell reported on the help desk test on E-learning, currently in progress, and will launch in January 2024. Faculty to contact the Instructional Technology Center (ITC) directly and not use system help.

Glock reported on the launch of Marketing cloud. The fourth release of completion is on 22 December. The purpose is for student retention.

**Unfinished Business**

None.

**New Business**

Marshall reported on the Information Technology Policy Review. The list of policies with last review dates (2011, 2012, 2013, and some closer to 2020) needs to be reviewed. Review with Holmes needs to occur before subsequent work due to anticipated changes in the process.

Teal and Rinna presented on Charge 3, the intersections between Waldo Library and Technology Offerings. [Resource link](#).

**Announcements**

None.

**Adjournment**

**[MOTION]** It was moved by Ikonomov, seconded by Naranjo, to adjourn the meeting at 11:06 a.m. The motion carried unanimously. The Academic and Information Technology Council will meet next on 22 January 2024 at 10 a.m. via Webex video conferencing.

**Approval**

Submitted by Cara Masselink, Secretary

Minutes were approved on 22 January 2024.