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**Academic Information Technology Council  
Minutes of 20 May 2024**

**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 20 May 2024 via Webex video conferencing by Timothy Broadwater, chair.

**Members Present:** Timothy Broadwater, Jessica Cataldo, Colin Cork, Paul Gallagher, Andrew Holmes, Katie Marshall, Cara Masselink, Joshua Naranjo, Geraldine Rinna, Harold Watkins

**Members Absent:** Brian Carnell, Annette Hamel, Pavel Ikonov, Michael Kahwaji, Scott Puckett

**Ex Officio Present:** Kieran Fogarty

**Guest:** Bryon Glock, Office of Information Technology

**Quorum**

A quorum was present with 11 members in attendance, of the 10 needed to establish quorum.

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Cork, seconded by Naranjo, to approve the 15 April 2024 minutes as presented. The motion carried unanimously.

**Reports of Officers**

Chair Broadwater did not provide a report.

Ex Officio Fogarty had questions regarding the new Information Technology (IT) Strategic and Governance Framework. AITC will interface with Governance Chairs Committee on Academic Tasks. The following were discussed regarding Artificial Intelligence (AI) issue and ad hoc committee use:

1. Requested for AITC to keep up-to-date on AI and ways to monitor use
2. Noted that there is lack of references when AI is used and lack of attention to detail in the work
3. Marshall encourages AI use as a resource, emphasizes correct use with citing
4. Noted positive results from instruction, improved quality papers.

**Reports of University Representatives**

Holmes reported the Office of Information Technology (OIT) Cybersecurity is working with third party groups to review and enhance critical incident response plan. OIT is taking steps on password management, using BitWarden, and instituting now for tech community first. Providers are moving away from providing support for on-campus software hosting, preferring cloud hosting. OIT is currently maintaining current on-campus system, but is strategically transitioning to the cloud and looking at cloud-based systems for maintenance and compliance.

Glock did not have new Enterprise Applications to report. A question was asked on what would faculty like to see as information in the portal regarding students. There was discussion regarding inputting final grades and lack of knowledge importing grades from eLearning.

**New Business**

Charges for the Faculty Senate Executive Board added AITC as a consultant body for the AI ad hoc committee.

**Unfinished Business**

None.

**Announcements**

None.

**Adjournment**

**[MOTION]** It was moved by Cork, seconded by Cataldo, to adjourn the meeting at 10:53 a.m. The motion carried unanimously. The Academic and Information Technology Council next meeting date will be determined over the summer.

**Approval**

Submitted by Cara Masselink, Secretary

Minutes were approved 16 September 2024.