
**Academic Information Technology Council
Minutes of 21 October 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 21 October 2024 via Webex video conferencing by Timothy Broadwater, chair.

Members Present: Timothy Broadwater, Colin Cork, Paul Gallagher, Annette Hamel, Andrew Holmes, Kristin Hrynczuk (substitute for Brian Carnell), Pavel Ikononov, Michael Kahwaji, Katie Marshall, Cara Masselink, Joshua Naranjo, Geraldine Rinna

Members Absent: Jessica Cataldo, Michael Osei, Scott Puckett

Ex Officio Present: Kieran Fogarty

Guests: Bryon Glock, Director of Enterprise Application Success, Office of Information Technology; Charles Norton, Security/Privacy Officer, 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 Naranjo, seconded by Gallagher, to accept the agenda as presented. The motion carried unanimously.

Minutes

[MOTION] It was moved by Cork, seconded by Naranjo, to approve the 16 September 2024 minutes as presented. The motion carried unanimously.

Reports of Officers

Chair Broadwater announced that AITC will be present at the 5 December 2024 Faculty Senate meeting.

Ex Officio Fogarty reported that there will not be a separate Artificial Intelligence (AI) committee. The Provost may influence AI activities going forward.

Reports of University Representatives

Holmes reported the following on the Office of Information Technology (OIT):

1. Funding - with funds from the Strategic Resource Management (SRM) model, overhauled network across campus – e.g., Korman, Richland, Waldo library, university computing, and more. Refreshed AP access points. In the College of Health and Human Services (CHHS), working with the leadership team to refresh wiring in the future, dedicating more to wireless connections. Cooling issue in the College of Engineering, working with facilities to update.
2. Valley III - working with designers, builders, and contractors to maximize experience.
3. Virtual Private Networks (VPN) - working to consolidate and gradually retire Avante, will be full-time with GlobalConnect. The timeline is approximately six months.
4. Residence halls - copyright complaints, taking steps this month to halt and shift the responsibility from WMU to students.
5. Space advisory committee, campus master plan - task forces look at specific areas. Task Force E examines the relationship between physical Facilities updates and OIT instructional technology updates. Holmes will chair the space advisory committee. Requests for additional personnel to increase and expand the response to requests have been submitted. To establish a “Source of Truth” page which prioritizes needs and identifies a timeline associated with addressing the need (needs to be collaborated on with other task forces). Task forces aim to change registrar and college-controlled classrooms.
 - a. Registrar-controlled classrooms – OIT is responsible for these classrooms. OIT has a list of equipment, expected service life, reviews requests for service, and priorities.

- b. College-controlled classroom – updates are managed through the local college. Naranjo reported a lack of a clock in the Sangren Hall classroom.
- 6. The third Cybersecurity summit is on 23 October 2024, beginning at 8 a.m. The summit will be a mini conference style with keynotes and breakout sessions. Local and regional government, some K-12 and WMU students will attend. There will be no cost for WMU attendees.
- 7. [IT Catalyst](#) 18+ people volunteered through an application to make a change. Brainstorming and interviewing less-resourced groups occurred. There are plans to do this again next year. Many of the identified issues were communication, not procedural, oriented.
- 8. Academic Affairs IT team - working to cross-train/cross-support across colleges.
- 9. Policy work - several things are in the queue and ready to go, and are working for things to move into enactment, e.g., AI policy is in the works. These proposed policies will be posted by 24 October as “IT Rules & Guidelines” until they are approved policies by the General Council.
 - a. AI policy – it is concerned with data protection and working to prevent the spread of university data beyond the university. Indicate use of Co-pilot only because of data protection in place – must be data protection *through* WMU. ChatGPT's paid version does not have data protection. Gwen Tarbox is working on a 'best practices' document that will be coming soon. Only the pro version of Google Gemini has security controls – not available through WMU.

Hrynczuk reported that AI and WMUx plans will not proceed until the budget review, which will likely occur in November.

Glock reported on the Student Success Hub, which is 81.1%, the highest it has ever been since the 80's. The Core Retention Team (Empowering Future Gifts) gathered data using Salesforce. Readout of data will occur next week.

New Business

- 1. Review of Charges
 - a. Between-Semester Access for IT and eLearning – Concerns with building access between semesters
 - b. Norton reported that the main objective is overhauling the identity management system (student – Banner, staff member – PeopleSoft, combination, instructor or consultant, may be in all of the systems, but do not always communicate with each other well. About 50 affiliation types exist, with the aim of reducing to about 12.
 - 1. Identity management for part-time instructors (PIO) is more complicated, and more so if the instructor is also a student, alum, etc.
 - 2. Expectations/struggles from AITC – access is lost in between semesters for PIOs. Should people between appointments have swipe access?
 - 3. Immediate access to the main systems for at least two years past the end of the last appointment should be available. However, license lowering occurs after the last appointment through WMU, preventing the use of desktop versions of Microsoft programs due to cost. Web-based services are retained.
 - 4. Active students between semesters retain access.
 - 5. [Student access link](#): and [Alumni access](#)
 - 6. Chair Broadwater proposed to create and distribute current practices for IT and building access with Matt Page, Public Safety. Problems will be addressed as they are presented.

Adjournment

[MOTION] It was moved by Pavel, seconded by Rinna, to adjourn the meeting at 10:53 a.m. The motion carried unanimously. The Academic and Information Technology Council will next meet on 18 November 2024 via Webex.

Approval

Submitted by Cara Masselink, Secretary

Minutes were approved on 18 November 2024.