
**Academic Information Technology Council
REVISED Minutes of 17 March 2025**

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 17 March 2025 via Webex video conferencing by Timothy Broadwater, chair.

Members Present: Timothy Broadwater, Jessica Cataldo, Brian Carnell, Andrew Holmes, Pavel Ikonomov, Katie Marshall, Cara Masselink, Joshua Naranjo, Geraldine Rinna, Daniela Schroeter

Members Absent: Colin Cork, Annette Hamel, Michael Kahwaji, Paul Gallagher, Michael Osei, Scott Puckett

Ex Officio Present: Kieran Fogarty

Guests: Bryon Glock, Office of Information Technology

Quorum

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

Agenda

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

Minutes

[MOTION] It was moved by Cataldo, seconded by Ikonomov, to approve the 17 February 2025 minutes as presented. The motion carried unanimously.

Reports of Officers

Chair Broadwater did not provide a report.

Ex Officio Fogarty noted that the 2025-26 AITC elections for officers are upcoming. Memorandum of Actions (MOA) will be at the fall.

Reports of University Representatives

Holmes reported on the phone transition to Webex phones. There will be no extra charge except for international calls or protection if credit cards are accepted over the phone. The system can block specific numbers such as sales calls. The system can be used through the computer or available apps. The support materials will be published as the Webex phone system is rolled out. Holmes proposed transition AITC members to the soft phones, demonstrate, and run simulations at the next AITC meeting. UCC Hyflex room is available for reservation and use.

Carnell reported minor update to eLearning. New accounts will automatically enable email notifications for assignments, etc.

Glock reported that software exists for automated student pulse surveys. Interest has been expressed for future implementation at WMU.

Unfinished Business

Schroeter and Marshall presented course delivery definitions from MOA 22/02. Definitions are aimed to simplify and clarify terms for course options. Hyflex definition is good, but questioned if it should be on the list if not offered as a course option. Recommendations on this issue should be added into the MOA.

New Business

None.

Announcements

None.

Adjournment

[MOTION] It was moved by Ikonomov, seconded by Cataldo, to adjourn the meeting at 11:52 a.m. The motion carried unanimously. The Academic and Information Technology Council will next meet on 21 April 2025 via Webex at 10 a.m.

Approval

Submitted by Cara Masselink, Secretary

Minutes approved 21 April 2025.