

**Academic and Information Technology Council
Minutes of 17 November 2025**

Call to Order

The regular meeting of the Western Michigan University Faculty Senate Academic and Information Technology Council was called to order at 10 a.m. on 17 November 2025 via Webex video conferencing by Jessica Cataldo, chair.

Members Present: Brian Carnell, Jessica Cataldo, Chad Edwards, Katie Holland, Andrew Holmes, Michael Kahwaji, Lochlan McElroy, Abena Pinamang, Geraldine Rinna, Daniela Schroeter

Members Absent: Paul Gallagher, Pavel Ikononov, Cara Masselink, Joshua Naranjo, Scott Puckett

Advisors Present: Bryon Glock

Ex Officio Present: Kieran Fogarty

Guests: Timothy Broadwater, College of Aviation; Richard Carbonneau, Assistant Registrar, Room Scheduling; Bryon Glock, Director of Enterprise Application Success; David Paul, Chair, Department of Philosophy

Quorum

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

Agenda

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

Minutes

[MOTION] It was moved by Carnell, seconded by Edwards, to approve the 20 October minutes as amended. The motion carried unanimously.

Reports of Officers

Chair Cataldo reported that she reached out to people from the former WMU office to attend the Academic and Information Technology Council (AITC) December meeting to discuss current efforts around Artificial Intelligence (AI) in the classroom and invited Provost Cheatham to attend the February 2026 meeting to discuss operationalizing the AI Ad Hoc Committee report.

Ex Officio Fogarty reported discussion of the AI Ad Hoc Committee report, noting that various groups working on AI seem unaware of the findings of the report, and that there needs to be a point group that focuses on AI at the university.

Reports of University Representatives

Carbonneau reported the following:

- Hyflex courses - currently, a hyflex course is created by creating an online section and an in-person section, but there is no linkage or indicator within the registration system that the two sections are for a hyflex course. Some departments add an indication in the course comments field that a section is part of a hyflex course, but students would need to click on the course comments field to see that. For spring 2026, there are currently 206 sections that correspond to 103 hyflex courses.
- Scheduling of conference rooms for courses - since conference rooms are controlled by departments, the Registrar's office cannot schedule them. However, if a department approves a faculty request to use a conference room for a course, the Registrar's office can add that conference room to the course schedule.
- New Class Lookup system. The Registrar's office had no input in that change. Holmes stated that the Office of Information Technology (OIT) has looked into what it would take to modify the new

Class Lookup system to be comparable to the old one, but that it is not possible to build a system that would be consistent and comparable to the previous Class Lookup system.

Holmes reported the following:

- OIT has completed the purchase of PreVeil which creates secure data enclaves for storing and transmitting controlled unclassified information as required by some grants. Data stored in PreVeil is kept separate from the general network.
- OIT is working on having future emails regarding Ninjio security training to come from a WMU email address to avoid confusion from users.
- There is one remaining candidate for the Security and Privacy Officer. The search committee will reconvene to review feedback that was submitted to make a final decision on the candidate.

Reports of Council/Committee Standing Committees

Chair Cataldo reported that the AI subcommittee discussed having Provost Cheatham attend AITC to discuss AI at the university level, which will happen at the February 2026 meeting.

Holland reported that the Cybersecurity subcommittee discussed initial charges and actionable items such as advocacy for training and review of the password rotation policy. There is an existing draft of Security Awareness Training Policy that is currently awaiting action by the Policy Committee.

Unfinished Business

[MOTION] It was moved by Cataldo, seconded by Rinna to approve Memorandum of Action (MOA) 25-11, Revision of Course Delivery Definitions for Undergraduate and Graduate Catalog, and forward on to the Faculty Senate Executive Committee. The motion carried unanimously.

New Business

None

Adjournment

[MOTION] It was moved by Kahwaji, seconded by Rinna, to adjourn the meeting at 10:48 a.m. The motion carried unanimously. The Academic and Information Technology Council will meet in December 2025 via Webex videoconference.

Approval

Submitted by Brian Carnell, Secretary

Minutes were approved on 8 December 2025.