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**Academic and Information Technology Council  
Minutes of 8 December 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, Paul Gallagher, Andrew Holmes, Pavel Ikononov, Lochlan McElroy, Joshua Naranjo, Geraldine Rinna, Daniela Schroeter

**Members Absent:** Michael Kahwaji, Katie Marshall, Cara Masselink, Abena Pinamang, Scott Puckett

**Advisory Member Absent:** Bryon Glock

**Ex Officio Present:** Kieran Fogarty

**Guests:** Timothy Broadwater, College of Aviation; David Kemp, Faculty Specialist II – Lecturer, College of Aviation; Ramona Lewis, Director, Office of Faculty Development; Matthew Mingus, Director of Academic Labor Relations and Contract Administration; Alyssa Moon, Director, Instructional Designs and Development; David Paul, Chair, 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 Ikononov, to accept the agenda as modified to add a new business item, American Association of University Professors (AAUP) requests regarding Artificial Intelligence (AI). The motion carried unanimously.

**Minutes**

**[MOTION]** It was moved by Schroeter, seconded by Edwards, to approve the 17 November 2025. With one abstention, the motion carried.

**Guest Reports**

Lewis, Moon, and Paul presented on AI in the Classroom:

- Moon reported that since 2023, more than 25 presentations, events, and workshops have been presented in collaboration with the Office of Faculty Development (OFD), with close to 2,000 attendees over that time.
- Lewis reported that the OFD is not focused on becoming AI experts but instead is focused on helping and supporting faculty to be leaders in AI.
- The OFD has been using AI mini-grants to implement AI innovations in the classroom, and then following up with grantees to participate in faculty panels on what is replicable in the classroom based on their experience.

**Reports of Officers**

Chair Cataldo reported that the Memorandum of Action (MOA) course delivery definitions is on the Faculty Senate Executive Board agenda. Chair Cataldo will attend that meeting to answer any questions the Executive Board has about the MOA.

Ex Officio Fogarty did not provide a report.

**Reports of University Representatives**

Holmes reported that an offer has been extended to a security and privacy officer candidate. A major project is underway to bring the university into compliance with new ADA rules that go into effect in April 2026. Campus-wide messaging about the project will be sent out in early 2026.

## Unfinished Business

None.

## New Business

AAUP requests regarding AI Usage:

- Holmes stated that OIT and other areas of the university received questions from the AAUP regarding the usage of AI at the university, such as what policies the university has developed around AI, whether educational technology vendors used at the university have partnered with AI vendors, and what training exists or is being developed to train instructors in AI use, misuse, and academic integrity.
- Mingus stated that the national AAUP produced a report in May 2025 called “Artificial Intelligence and Academic Professions that highlighted concerns around AI.
- Mingus stated it would be helpful to have a joint meeting with a small group from the AAUP, the AITC, and possibly other areas, such as OIT, to discuss the issues raised by the AAUP.

## Virtual Meeting Platform Survey

Chair Cataldo reported:

- There were 113 responses, with 92 faculty indicating they used a virtual platform for teaching. The most frequently used virtual platform for teaching was Webex.
- 88 faculty indicated they used virtual platforms for research. Zoom was the most frequently used virtual platform for research.
- Every faculty member who responded indicated use of virtual platforms for meetings, with Teams, Webex, and Zoom being reported as the most frequently reported. Fifty-nine faculty indicated paying for a personal Zoom account, while eight faculty indicated their college or department paid for Zoom accounts. Fourteen faculty indicated paying for Google Meet accounts, while 12 faculty indicated their college or department paid for Google Meet accounts.
- Chair Cataldo is working on the draft to incorporate comments from faculty and would discuss the report further at the January AITC meeting.

## MOA on Artificial Intelligence Syllabus Statement.

Chair Cataldo reported:

- The Professional Concerns Committee (PCC) approved the MOA, and the next step is for the AITC to decide whether to approve and forward the MOA to the Faculty Senate Executive Board.
- PCC was asked to create a single required or recommended syllabus statement regarding the use of AI in the classroom. After reviewing other universities’ requirements, however, PCC found that universities that had an AI statement requirement did not specify the content of the syllabus statement, but instead required faculty to have one.
- The MOA puts the focus onto instructors to outline to what extent their students to use AI.

**[MOTION]** It was moved by Edwards, seconded by McElroy to advance the MOA on AI Syllabus Statement to the Faculty Senate Executive Board. The motion carried unanimously.

## Adjournment

**[MOTION]** It was moved by Ikononov, seconded by Schroeter, to adjourn the meeting at 11:37 a.m. The motion carried unanimously. The Academic and Information Technology Council will meet next on 12 January 2026 at 10 a.m. via Webex videoconference.

## Approval

Submitted by Brian Carnell, Secretary

Minutes were approved on 12 January 2026.