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**Academic and Information Technology Council  
Minutes of 16 February 2026 Meeting**

**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 16 February 2026, virtually by Jessica Cataldo, chair.

**Members Present:** Brian Carnell, Jessica Cataldo, Chad Edwards, Paul Gallagher, Andrew Holmes, Pavel Ikononov, Katie Marshall, Cara Masselink, Joshua Naranjo, Abena Pinamang, Geraldine Rinna, Daniela Schroeter

**Members Absent:** Michael Kahwaji, Scott Puckett

**Advisory Members Present:** Bryon Glock

**Ex Officio:** Kieran Fogarty

**Guests:** Timothy Broadwater, PJ Capelli, Security and Privacy Officer; Chris Cheatham, Interim Provost and Vice President for Academic Affairs

**Quorum**

A quorum was present with 13 members in attendance of the 10 needed to establish a quorum.

**Agenda**

The agenda was modified to remove the Unfinished Business Virtual Meeting Platform Survey.

**[MOTION]** It was moved by Ikononov, seconded by Schroeter, to accept the agenda as amended. The motion carried unanimously.

**Minutes**

**[MOTION]** It was moved by Ikononov, seconded by Marshall, to approve the 12 January 2026 minutes. With two abstentions, the motion carried.

**Reports of Officers**

Chair Cataldo reported that both the Memorandum of Action (MOA)-the AI Syllabus Statement MOA and the Course Delivery Definitions MOA that the Academic and Information Technology Council (AITC) moved to the Faculty Senate were approved on February 5. Cataldo said there was a discussion at the Faculty Senate meeting about making the faculty's usage of AI made clearer to students.

Ex Officio Fogarty's report included that the MOA approval went smoothly in the Faculty Senate, and that it is time to start thinking about the charges for the AITC for the next academic year.

**Artificial Intelligence Operationalization Report**

Interim Provost Cheatham reported that, following the conclusion of the 2024 Ad Hoc Artificial Intelligence Committee, some progress has been made regarding the logistical aspects of artificial intelligence implementation at the university. However, several issues related to institutional AI usage remain unresolved and continue to require further discussion and development. Holmes noted that the university will likely need to establish a centralized resource to guide questions surrounding AI use, particularly regarding how existing data classification policies intersect with emerging AI technologies. Edwards indicated that former Provost Julian Vasquez Heilig had previously developed a proposal for an artificial intelligence center intended to support both research and teaching initiatives. Edwards noted that he can provide a copy of that proposal to Interim Provost Cheatham for review. Marshall reported that the Office of Faculty Development (OFD) has engaged in discussions regarding AI-related initiatives. However, concerns have been raised about locating university-wide AI coordination within OFD, as doing so could alter perceptions of the office's mission and scope. Cataldo highlighted equity concerns related to student access to artificial intelligence tools. Specifically, students with the financial means to purchase subscription-based AI services may have access to more advanced capabilities, while others may be limited to free versions of these technologies with reduced functionality.

**Reports of University Representatives**

Holmes provided the Office of Information Technology report, which included:

- Introduction of PJ Capelli, Security and Privacy Officer.
- The digital accessibility project continues to progress. The steering committee is currently focusing on the front-facing portion of the university website and solicited bids from ten vendors, which were due on 18 February.
- OIT continues to evaluate and implement changes to the technology compliance process in an effort to make the process more user-friendly.
- The next wave of Ninjio cybersecurity training for employees begins 17 February. Beginning 24 February, students will also receive Ninjio cybersecurity training.
- Ikonomov raised concerns regarding the administration of Active Directory and costs associated with wireless and wired network access. Holmes indicated he would follow-up directly with the College of Engineering leadership to address these issues.
- OIT is preparing for another round of classroom technology updates scheduled for this summer. A summary of the planned upgrades is available on the [Classroom Technology Lifecycle Replacements webpage](#).

Carnell provided the Center for Teaching, Learning and Development report, which included:

- Digital accessibility trainings are being offered multiple times each week. Information regarding dates, times, and registration is available on the [Digital Accessibility Trainings webpage](#).
- The center is nearing completion of a bid process for a university-wide captioning service that will caption all videos in Elearning and Mediasite. The initiative will also include a process for automatically captioning videos hosted on university-controlled YouTube channels.
- A new video retention process for Mediasite is currently being developed. Beginning fall 2026, users will receive notifications identifying any videos they have created in Mediasite that have not been viewed at least once in four years. Users will then have one year to request that the videos be retained before they are permanently deleted.

Glock provided the Student Success Hub report, which included:

- The CRM implementation group continues to advance efforts to utilize D2L data to identify students who are not accessing their online courses, allowing for earlier outreach and intervention to support student engagement and academic success.
- A new notification system for student account holds was launched on 12 February. This system is designed to inform students when holds have been placed on their accounts, enabling them to address the issues more promptly and reduce barriers to registration or other University services.
- The CRM group is developing a faculty journey communication system that will deliver targeted and timely email notifications to specific groups of faculty. This approach will allow communications to be tailored based on faculty needs and activities, for example, faculty who do not utilize Elearning will not receive notifications related to Elearning updates or training opportunities.

### **Unfinished Business**

Marshall shared the cybersecurity subcommittee report, which recommended revisions to the University's password rotation policy. Cappelli suggested changing the recommendation to incorporate the full framework outlined in NIST SP 800-63B: Digital Identity Guidelines, which addresses password rotation practices in addition to broader standards for password and identity management.

### **New Business**

Cataldo indicated that she will provide a council year-end report for the AITC to review in April. As part of that review process, she proposed examining the council's charges for the current year and developing recommendations for council charges for the upcoming academic year. Schroeter suggested that the council consider adding a review of Elearning course end dates as a potential future charge.

### **Adjournment**

**[MOTON]** It was moved by Ikonomov, seconded by Broadwater, to adjourn the meeting at 11:30 a.m. The motion was unanimous. The next AITC meeting will be held virtually on 16 March at 10 a.m.

### **Approval**

Submitted by Brian Carnell, Secretary

Minutes were approved on 16 March 2026.