ACADEMIC AND INFORMATION TECHNOLOGY COUNCIL
Minutes of 15 November 2021

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 15 November 2021, via Webex video conferencing by Amy Bocko, chair.

Members in Attendance: Amy Bocko, Timothy Broadwater, Brian Carnell, Colin Cork, Clifton Ealy, Paul Gallagher, Annette Hamel, Andrew Holmes, Pavel Ikonomov, Geraldine Rinna
Member Absent: Christopher Biggs, Cara Masselink, Derrick McIver, Scott Puckett, Evan Stoor, Zoann Snyder
Ex Officio in Attendance: Kieran Fogarty
Guest(s): Jill Braman, Graduate Student; Bryon Glock, Director of Information Technology

Quorum
A quorum was present.

Agenda
Updates for charges 3 and 5 were added to the agenda.
[MOTION] It was moved by Ealy, seconded by Cork, to accept the agenda as amended. The motion carried unanimously.

Minutes
[MOTION] It was moved by Rinna, seconded by Ealy, to approve the 18 October 2021 minutes as presented. The motion carried unanimously.

Broadwater joined the meeting at 10:15 a.m.

Reports of Officers
Chair Bocko welcomed new members and guests.

Ex Officio Fogarty, being newly appointed, is reviewing previous council minutes and the current charges.

Reports of University Representatives
Holmes provided the Office of Information Technology report. OIT is reviewing internal operations prior to visioning. An OIT Norms document has been created. The visioning process will begin in December and end in April. Details of the process will be published on the web along with the call for involvement. A penetration test was conducted, and analysis is ongoing. The test's overall results were good, and areas needing attention are currently being addressed. The texting will continue to be done annually. Perceived third-party mail senders (DECUM, DEMARK, and SPL) don't always land in appropriate inboxes. It needs to be identified where messages are coming and going. A campus-wide survey will be conducted to determine the best communication tools needed across campus in order to determine a unified communication service. Work is being conducted to calculate a cost per room calculation for instructional environments. Council members were asked to disseminate a survey to have
Deans and associate deans prioritize which rooms need updating and make purchase requests for summer overhauls.

Carnell provided the report of WMUx. The Faculty Technology Center will be receiving a phone system upgrade and additional staffing. WMUx is working to establish additional metrics for further evaluation. The need to have a dedicated technical administrator for WMUx systems has been determined. There is a need to add faculty to the Change Management team.

Unfinished Business
Chair Bocko reviewed the 2021-22 council charges and made the following changes to charges three and five. (additions in bold and removals are strikeout)

1. Charge #3: Develop best practices for advancing **the instructional environment**, shared classroom instruction, and collaborative projects between multiple University sites, including ~~Webex~~ **virtual meeting software**. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
2. Charge #5: Engage the University in the use of virtual reality **and artificial intelligence**. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.

Council members were asked to gather information that would inform AITC's definition of Artificial Intelligence in higher education. The council will vote on the suggested amendments to the charges at its next meeting, before they are provided with the Executive Board for approval.

New Business
None.

Announcements
Broadwater stated that the Information Technology Security Council is working on implementing DUO for Windows login. Requiring passphrase updates to 14 characters, including upper and lower case, and special symbols. Retiree accounts will need to change passwords every year.

Adjournment
[MOTION] It was moved by Broadwater, seconded by Cork, to adjourn the meeting at 11:09 a.m. The motion carried unanimously. The Academic and Information Technology Council will meet next on 6 December 2021 virtually via Webex at 10 a.m.

Approval
Submitted by Geraldine Rinna, Secretary

Minutes approved on 20 February 2022.