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**Academic Information Technology Council**

Minutes of 16 September 2024

**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 16 September 2024 via Webex video conferencing by Timothy Broadwater, chair.

**Members Present:** Timothy Broadwater, Brian Carnell, Jessica Cataldo, Colin Cork, Paul Gallagher, Annette Hamel, Pavel Ikononov, Michael Kahwaji, Katie Marshall, Cara Masselink, Joshua Naranjo, Geraldine Rinna

**Members Absent:** Andrew Holmes, Scott Puckett

**Ex Officio Present:** Kieran Fogarty

**Guests:** Bryon Glock, Office of Information Technology; Amy Naugle, WMU Faculty Senate President

**Quorum**

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

**Agenda**

Due to Holmes' absence, Glock will present the Office of Information and Technology report.

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

**Minutes**

**[MOTION]** It was moved by Cork, seconded by Naranjo, to approve the 20 May 2024 minutes as presented. The motion carried unanimously.

**Reports of Officers**

President Naugle presented the 2024-25 Academic and Information Technology Council charges.

Chair Broadwater did not provide a report.

Ex Officio Fogarty reported that the Artificial Intelligence (AI) ad hoc committee will be presenting a report to the Faculty Senate. AI should regularly be a part of AITC discussions.

**Reports of University Representatives**

Glock reported the following in the Office of Information Technology (OIT):

1. Governance team invitations have been distributed. Due to restructuring, there will be nine individual groups.
2. OIT is transitioning phone service to cloud.
3. AI policy is under general review by the council and then will follow with another review.
4. Success Hub is working well.

**Unfinished Business**

None.

**New Business**

AITC reviewed the 2024-25 charges. The following is proposed work:

1. Charge #1 – see discussion throughout agenda
2. Charge #2 Best Practices – continue from last year's work
3. Charge #3 Security – Chair Broadwater will contact Charles Norton, Security/Privacy Officer
4. Charge #4 Part-time Faculty – access between semesters.

Chair Broadwater noted that shared governance is in action with IT (Instructional Technology). The following were discussed:

1. Is a visual chart available to highlight activities of each group, which includes an IT plan to collect input on the restructuring? The relationship between OIT groups and the governance chairs committee was described. The groups are searching for faculty liaisons.
2. Request for AITC members and/or faculty to be included on the AI WMUx committee, which is led by Jason Glass, Associate Vice President, Teaching/Learning. Carnell will contact Glass.

Discussions on the council's role statement follow:

1. A suggestion to add AI to the council's role statement was made. Ex Officio Fogarty will research, but the role statement may be inclusive of AI as written.
2. "Plans for IT" statement
3. "...areas of teaching" includes AI and remote teaching.
4. "...identification of technology" – new IT structure will support involvement.
5. Policy revisions – faculty homepages are being phased out.
6. AI is included in the role statement indirectly as statement. A suggestion was made to change wording to "IT, including but not limited to computing...". Ex Officio Fogarty will follow up on suggested changes.

The AITC scope and description of the role statement and assessment of the effectiveness of practices were reviewed.

### **Announcements**

None.

### **Adjournment**

**[MOTION]** It was moved by Kahwaji, seconded by Cataldo, to adjourn the meeting at 10:53 a.m. The motion carried unanimously. The Academic and Information Technology Council will next meet on 21 October 2024 via Webex.

### **Approval**

Submitted by Cara Masselink, Secretary

Minutes were approved on 21 October 2024.