

1 December 2025

**TO:** **Academic and Information Technology Council:** Brian Carnell, Chad Edwards, Paul Gallagher, Katie Holland, Andrew Holmes, Pavel Ikononov, Michael Kahwaji, Cara Masselink, Lochlan McElroy, Joshua Naranjo, Abena Pinamang, Scott Puckett, Geraldine Rinna, Daniela Schroeter  
**Advisory Member:** Bryon Glock  
**Ex Officio:** Kieran Fogarty  
**Guests:** Ramona Lewis, Lecturer, Education, Leadership, Research, and Technology; Alyssa Moon, Director, Instruction Design and Development; Lusike Mukhongo, Professor, School of Communication; David Paul, Chair, Philosophy

**FROM:** Jessica Cataldo, Chair

**Academic and Information Technology Council**

**AGENDA**

8 December 2025, 10 a.m. to 12 p.m.

[Webex Link](#)

1. **Call to Order**
2. **Acceptance of the Agenda**
3. **Approval of Minutes**
  - a. Academic Information Technology Council – 17 November 2025
4. **Guest Reports**
  - a. Artificial Intelligence in the Classroom – Lewis, Moon, Mukhongo, Paul
5. **Reports of Officers**
  - a. Chair Report – Cataldo
  - b. Ex Officio Report – Fogarty
6. **Reports of University Representatives**
  - a. Office of Information Technology Report – Holmes
  - b. Center for Teaching, Learning and Development – Carnell
  - c. Student Success Hub – Glock
7. **Unfinished Business**
8. **New Business**
  - a. Virtual Meeting Platform Survey – Cataldo
  - b. Memorandum of Action on Artificial Intelligence Syllabus Statement – Cataldo
9. **Announcements**
10. **Adjournment**

***COUNCILS ONLY: Elected members who cannot attend the meeting are asked to send a substitute of their choice who also represents their respective college. Non-elected members are not restricted as to whom they may designate to substitute for them.***