

## **Academic Quality Meeting Minutes**

**Date:** December 16, 2025

**Location:** Zoom

### **Present:**

Missy Travelsted (Nursing Graduate, Chair); Miranda Peterson (Nursing Undergraduate Program, Secretary); Sarah Herbert (Music); Rob Hale (Provost Office); Blair Thomas (Political Science); Matt Shake (Psychology); Jennifer Hammonds (Registrar); Brooke Gross (Library); Nadia Khan (Public Health); Gihan Edirisinghe (Business)

### **Absent:**

Nancy Hulan (Education); Jaden Marshall (SGA Representative)

### **Guest:**

Eric Kondratieff

---

### **1. Call to Order**

The meeting was called to order by Missy Travelsted on December 16, 2025, via Zoom. The chair welcomed members and reviewed the agenda.

---

### **2. Old Business**

Old business addressed only as requested.

---

### **3. New Business**

#### **Handbook Committee Proposal – University Distinguished Professors (UDPs)**

The committee reviewed a proposal from the Handbook Committee recommending that University Distinguished Professors be ineligible for annual College Awards. No further discussion or concerns from the committee. The committee agreed to send it back to the Handbook Committee with no revisions.

#### **Academic Preparedness (Writing and College Readiness)**

Matt Shake led a discussion regarding concerns about student academic preparedness in writing. Members discussed the impact of writing proficiency on academic quality and the need for institutional-level strategies to support writing development across the curriculum. Committee also brought up overall academic college readiness in other disciplines such as math and basic understanding of Microsoft Office.

## **Generative AI Tools in Chrome and Microsoft Office/365**

Eric Kondratieff requested committee consideration regarding generative AI tools embedded in commonly used platforms provided to students by WKU such as the AI feature in Chrome and Microsoft Copilot in Office/365. Discussion focused on academic integrity and the need for guidance for both faculty and students regarding appropriate use of these tools. Question raised on whether WKU IT could turn off generative AI in Chrome and Microsoft Office 365 for students.

---

## **4. Next Steps**

- Consider follow-up discussion and potential recommendations related to student writing preparedness.
- Determine appropriate next steps regarding institutional guidance on the use of generative AI tools.

---

## **5. Adjournment**

The meeting was adjourned. The next scheduled meeting will be January 20, 2026, at 2pm via Zoom.

---

### **Minutes submitted by:**

Miranda Peterson  
Academic Quality Committee Secretary