Annual Report of the Committee on Academic Policy, 2021 – 2022

The Committee on Academic Policy (CAP) met 20 times during the academic year.

Committee Members:
- Berk Calli (RBE) – A/B/C/D terms (Secretary B, C and D terms)
- Adrienne Hall-Phillips (FBS) – A/B/C/D terms (Secretary A term)
- Jennifer deWinter (HUA) – A/B/C/D terms
- Oleg Pavlov (SSPS) – A/B/C/D terms (Chair)
- Birgitte Servatius (MA) – A/B/C/D terms
- Susan Zhou (CHE) – A/B/C/D terms

Provost Representative: Art Heinricher (Dean of Undergraduate Studies)

SGA Representatives:
- Katie Bowles '24 -- A
- Robert Gyurcsan '24 -- B/C/D
- Samuel Levitan '24 – A/B/C/D

Guest: Sarah Miles (Registrar)

Appointments
- Undergraduate Outcomes Assessment Committee (UOAC): A member is appointed annually by the Committee on Academic Policy (CAP) from among the Faculty. Jennifer deWinter (HUA) served as the CAP representative to UOAC for the 2021-2022 academic year.
- Educational Development Council (EDC): A faculty member is appointed by CAP for a three-year term. Jill Rulfs (BBT) continued to serve as the CAP representative to EDC for the 2021-2022 academic year. Her term was 2019-2022.
- Committee on Information Technology Policy (CITP): CAP makes a three-year appointment to CITP. Raghvendra Cowlagi (AE) continued to serve as the CAP representative to CITP for the 2021-2022 academic year. His term was 2019-2022.

Committee Activity
The following summarizes various issues that CAP worked on during the academic year. The topics are divided into two sections: Completed and May still need CAP attention. Details of each discussion and decision can be found in the minutes of the cited CAP meetings.

Completed
- CDR grades: CAP affirmed that the Faculty Review Committee has the authority to review IQP/MQP grades, i.e., CDR grades (CAP Meeting 4).
- Posthumous degrees: CAP wrote and presented a motion to award graduation degrees to undergraduate students who have passed away during their enrollment as WPI students (Meetings 3, 5, 7, and 8). The motion was approved by the faculty during its meeting on 12/2/21.

- eProjects 2.0: CAP coordinated with the IT division to form an eProjects Advisory Committee that would work with the faculty to ensure that the eProjects website for IQP/MQP registrations follows the WPI's academic policies. Brigitte Servatius volunteered to serve as a CAP representative on the eProjects Advisory Committee for the remainder of the academic year. See minutes from Meetings 6, 7, 13, 15, 18, and 19.
- Academic standing: CAP reviewed the WPI academic standing policy and decided not to change it. See minutes for CAP Meetings 9, 11, and 12.
- Financial aid: The discussion on the academic standing policy revealed the need to review WPI's institutional financial aid policy. CAP collaborated with the Office of Student Aid and Financial Literacy on aligning the academic standing policy and the financial aid policy (CAP Meetings 14 and 16). The discrepancy between the policies was explained to the faculty during a faculty meeting on 2/17/22. With CAP's endorsement, the Office of Student Aid and Financial Literacy updated the WPI Institutional Financial Aid Policy that would take effect in AY 2022-2023.
- Pass/NR: CAP prepared a motion to give undergraduate students the option to receive a Pass/NR grade for any course during C, D and E terms in AY 2021-2022. The motion was approved by the full faculty during its meeting on 2/17/22. See CAP Meetings 7, 8, 11, and 12.
- Course capture: CAP worked with the Committee on Information Technology Policy (CITP) on updating the Learning Management System and Video Lecture Support Policy. Among other things, the policy covered the course capture policy. CITP submitted a motion to approve the policy during the faculty meeting on 5/10/22. The new policy was approved by the full faculty. See minutes for CAP Meetings 2, 9, 10, and 16.
- PE requirement: CAP reviewed and unanimously endorsed a motion to rename the Physical Education Graduation Requirement as the Wellness and Physical Education Graduation Requirement. The motion was submitted jointly by CAP and the Committee on Academic Operations (CAO) on behalf of the Department of Physical Education, Recreation and Athletics (PERA) to all faculty for vote. The motion was approved during the faculty meeting on 4/14/22. See CAP Meetings 17 and 18.

May still need CAP attention
- eProjects: Student cannot currently initiate IQP/MQP registrations in eProjects 2.0. See minutes from Meetings 6, 7, 13, 15, 18, 19 and 20.
- Credit Conversion: CAP may revisit the Credit Conversion Policy. According to the existing policy, which was adopted in 2010, undergraduates get more credit for graduate courses and graduate students get less credit for undergraduate courses. CAP Meeting 1.
- Test-blind admission: Discuss data collection and assessment needs for the 8-year test-blind admissions policy with Andrew Palumbo (Assistant VP for EM & Dean of Admissions & Financial Aid) and the Institutional Research office. Pilot approved 3/11/21. See minutes of CAP Meeting 3 and 20.
- Academic policy repository: Develop a central hub (repository) for academic policies. CAP Meetings 6, 7, 15, and 19.
- Student workload: A survey of students revealed that certain courses are taking more student time than what the course units imply. The concern is whether an oversight of course workloads might be necessary by the Office of Undergraduate Studies, and if so, how it should be applied. CAP Meetings 18, 19, and 20.

- Course surveys: CAP was notified that students are having difficulty filling out the course surveys because the opening and closing dates of the surveys interfere with the final exams. This leads to low survey participation rates. CAP Meeting 13.
- Project evaluation surveys: Data are collected in eProjects but not available for faculty or students for review or download.
- Workday: CAP needs to continue monitoring procedures in Workday to ensure that they do not contradict WPI academic policies. See Meeting 13.
- Program review: CAP may look into creating a WPI policy for reviewing existing academic programs. This issue has not yet been addressed by CAP.
- Micro-credentialing: CAP may consider policies around micro-credentialing. This issue has not yet been addressed by CAP.
- Interdisciplinary MQPs: CAP may consider whether interdisciplinary MQPs are becoming more like IQPs. This issue has not yet been addressed by CAP.
- Dean's List and Graduation Honors: CAP may continue a discussion that started on 02/01/2021 regarding rise in number of students on Dean's List and graduating with honors.

Committee Elections for 2022-2023 Academic Year
- Susan Zhou and Adrienne Hall-Phillips completed their terms on CAP as of May 2022.
- Via campus wide elections, the following members will be joining CAP in Fall 2022:
  - Jeanine Dudle (CEAE – 3 years)
  - Sarah Wodin-Schwartz (MME – 3 years)
- In July 2022, Jennifer deWinter resigned from CAP and as CAP's representative on the Committee on Information Technology Policy (CITP) for personal reasons. Fiona Levey (MME) replaced Jennifer deWinter on CAP for the 2022-2023 academic year.
- The roster of faculty members elected to CAP for the 2022-2023 academic year is:
  > Berk Calli (RBE)
  > Jeanine Dudle (CEAE)
  > Fiona Levey (MME)
  > Oleg Pavlov (SSPS)
  > Brigitte Servatius (MA)
  > Sarah Wodin-Schwartz (MME)
- Chair: Brigitte Servatius was elected by CAP to serve as Chair in the 2022-2023 academic year. See CAP Meeting 17.

Appointments for 2022-2023 Academic Year
- Jennifer deWinter was to serve as CAP's representative on the Committee on Information Technology Policy (CITP) for the 2022-2023 academic year. However, in July 2022, Professor deWinter resigned as a CAP's representative on the CITP for personal reasons. Therefore, Brigitte Servatius will serve as the CAP representative to CITP for the 2022-2023 academic year.

Submitted by
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