Committee on Academic Policy (CAP): Meeting Minutes
Thursday, 27 October 2022, 2:00 pm
Meeting #6 AY2022-2023
Meeting held via Hybrid

Attendees: B. Calli (RBE), F. Levey (MME), S. Levitan '24 (Student representative), R. Gyurcsan '24 (Student representative), O. Pavlov (SSPS), B. Servatius (MA, CAP chair, CITP representative), S. Wodin-Schwartz (MME), S. Miles (Registrar), A. Gericke (Dean of Undergraduate Studies)

Not In Attendance: J. Dudle (CEE, EDC representative)

1. The meeting was called to order at 2:01 pm.
2. The minutes of meeting #5 were discussed and amended.
3. A discussion was held about the proposal of name and PII (personal identifying information) changes from the previous meeting. Issues including the ability to track primary sources such as Ph.D. and Master's theses and personal history were discussed. More information will be collected by B. Calli to determine other accepted practices. It was noted that, in the registrar's office, if a legal name is changed, the transcript will be changed to the new legal name. There is a tracked history to show former legal names.
4. S. Miles discussed the catalog software that was used for the new catalog (22/23). WPI purchased a catalog management software that was first used for the 21/22 catalog. The software is designed to be a digital presentation of the catalog, it is not designed to generate a paper booklet form of a catalog. The registrar is planning on making a small working group to reorder the catalog in the new software. The software will allow departments to make changes to their own section of the catalog and return directly for approval. The goals of the new catalog order and generation method are to improve the accuracy of information presented within the catalog and reduce the time required to generate the catalog each academic year. It was noted that there are no plans to produce printed catalogs. A draft of this new catalog will be presented to CAP in the spring semester. There was a discussion about what information should be contained in the catalog versus maintained on the WPI website.
5. A discussion was held about the formatting of a CAP policy repository. A suggestion was made to create it in plain text format so that it is fully searchable.
6. A question was asked about if there was a format or template for proposing a new program. There was a discussion about whether a template would be helpful to new programs.
7. The proctored exam space was discussed. There was a ramp up time, but now students are using the space. One current challenge is that each course has its own policies, which can be confusing for students and faculty. There was a discussion on the need for an overall policy for all courses. There will be further discussion in the next CAP meeting.
8. The discussions on units vs. credits was moved to the next CAP meeting.
9. The meeting adjourned at 2:58 pm.

Respectfully submitted,
Sarah Wodin-Schwartz
B-term Secretary