

**Committee on Governance Meeting Minutes**  
**Meeting #29 (2016-17)**  
**Monday, May 1, 2017, 12:15 pm – 1:45 pm**  
**Faculty Governance Conference Room, SL 225**

In Attendance: Leonard Albano (Secretary), Provost Bruce Bursten , Glenn Gaudette, Eleanor Loiacono, Mark Richman, David Spanagel, and Suzanne Weekes (*ad interim* Chair)

Absent: Tanja Dominko

Guest: Susan Roberts (newly elected member of COG)

1. The meeting was called to order at 12:17 pm.
2. The agenda was approved as amended.
3. The Minutes from Meeting #28 (April 24<sup>th</sup>) were approved as amended.
4. Election of the Chair for academic year 2017-18:  
Prof. Gaudette was nominated and elected unanimously.
5. Election of the Secretary for academic year 2017-18:  
Prof. Spanagel was nominated and elected unanimously.
6. COG/FRC Motion to modify the charge of the Faculty Review Committee (FRC):  
Prof. Richman presented a minor change to the motion to correct an oversight. The revised motion states that members of COAP are ineligible to serve on the FRC. This restriction parallels the current ineligibility for members of CTAF and is intended to limit potential conflicts of interest when the FRC reviews faculty grievances arising from negative decisions on promotion. The committee approved the modified motion, as has the FRC, and it will be presented for approval at the May 9<sup>th</sup> Faculty Meeting.
7. Continuation: COG appointments of Faculty to Standing Committees  
As a follow-up to Meeting #28 (April 24<sup>th</sup>), Prof. Richman reported that the following faculty members are willing to serve as COG appointees to the Standing Committees listed:
  - Committee on Information Technology Policy (CITP): Prof. Paffenroth (MA)
  - Conflict Management Committee: Prof. Gaudette (BME); Prof. Dominko (alternate, BBT)
  - Committee on Financial and Administrative Policy (FAP): Prof. Miller (FSOB)COG's appointee to the Educational Development Council (EDC) had not yet replied.
8. Continuation: Slate of faculty candidates for Board of Trustees Appointments  
Prof. Richman reported that all of COG's nominees for the Board's five committees are willing to serve. He expects to submit the slate of candidates and their supporting information packets to the Board by Tuesday, May 2<sup>nd</sup>.
9. Motion to rename and revise the current myWPI policy:  
The committee considered a motion from CITP to update the existing myWPI policy to reflect the change to Canvas as our learning management system. The existing policy is not

consistent with the change to Canvas because it explicitly refers to and includes terminology from myWPI. The motion also proposes changes in policy related to the retention of course sites. The following questions were raised during COG's discussion of the proposal:

- How will lectures captured using Echo360 and course video files be handled within the new Learning Management System Policy?
- What are the implications for archiving course materials beyond 6 years?
- Should the 1 gigabyte limit on the size of course sites be revisited to accommodate captured lectures and course video files?

COG concluded that more discussion is needed and did not act on the proposal. Prof. Weekes will forward these questions to CITP as a request for additional information.

10. Continuation: Incomplete items and items for future consideration

i. Provost's strategy for growth of the Faculty:

Provost Bursten reported that his work with the COG Subcommittee on Faculty Growth is nearly complete, and he intends to wrap it up for presentation to COG in the fall.

ii. Provost's report on academic administrative structure:

Provost Bursten considers this a summer project, with a report to COG in the fall.

iii. Update to the Faculty Handbook on COG's role and responsibilities:

Prof. Richman indicated that a motion for consideration by the Faculty was nearly completed in C term, and he expects that COG can finalize and present this item in the fall.

iv. Internal talent development and administrative leadership:

This topic is still in its early stages, and no timetable was set.

v. Revision of Research Development Council:

As stated in Part Two, Section 5 of the Faculty Handbook, the Research Development Council (RDC) was defined and approved by the Faculty in 1986 "to nurture and develop excellence in research and scholarship." The RDC was established to provide seed money to faculty members as a means to help them acquire off-campus funding. Unfortunately, the RDC has been unfunded and non-active for a number of years. COG intends to work with VPR Vernescu to resolve this item.

vi. Mentoring/Faculty development:

Prof. Roberts, who is a member of the COAP-COG Working Group on Promotion, reported that she has been developing a working document on the elements of a mentoring system. The goal is for the Working Group to solicit feedback from the Faculty in the fall.

vii. Communication of expectations to Faculty:

Prof. Gaudette asked that COG discuss strategies to improve the communication channel from the WPI Administration to department heads to faculty members. As an example, he noted that some departments do not value service to WPI because it does not contribute directly to the teaching and research goals. Provost Bursten responded that he considers these communication issues should be addressed through leadership development, which is part of a larger effort involving the Provost's Office, the Deans, Department Heads, and the Faculty.

viii. Faculty conduct policies:

Prof. Richman stated that there are some discrepancies between the Sexual Misconduct Complaint Procedures: Faculty and the Policy on Research Conduct that are posted on the WPI website and the versions of these documents published in the Faculty Handbook. The discrepancies resulted from the fact that the Executive Committee of the WPI Board of Trustees, wanting these policies in place by the end of 2013, approved faculty conduct policies in December 2013 that differed from those approved by the Faculty in January 2014. Prof. Richman considers this a priority item, and he is willing to work over the summer on preparing revised conduct policies to bring forward for Faculty approval.

11. The meeting adjourned at 2:10 pm.

Respectfully,  
Len Albano, Secretary