

Committee on Academic Policy  
Meeting Minutes  
Thursday, February 2nd, 2022, 2:00 pm  
Meeting #13 AY2021-2022  
Meeting held online via Zoom

Attendees: O. Pavlov (Chair; SSPS), B. Calli (Secretary; Robotics), A. C. Heinricher (Provost's Office), A. Hall-Phillips (Business), J. deWinter (Humanities), B. Servatius (Math), S. Levitan '24 (Student Representative), R. Gyurcsan '24 (Student Representative)

1. Meeting started at 2.02 pm.
2. Meeting minutes for Meeting #12 AY2021-2022 were reviewed and approved with minor revisions.
3. In this meeting, CAP reviewed the past, current, and future agenda to identify and prioritize the action items for the rest of the academic year.
4. CAP continued discussing challenges of Workday to implement the policies in-place. While CAP will continue itemizing these problems, most of them are specific to the general workflow of Workday, and not much can be done at the WPI side other than filing tickets to the Workday central office.
5. CAP has received multiple requests on reviewing the student course surveys and included it to its agenda. CAP is notified that the students are having difficulty filling out the surveys due to the opening and closing dates of the surveys. The survey window largely overlaps with the final exam preparations and final project submissions. CAP is considering to have an earlier opening date for the surveys. CAP also discussed to have a later closing date for the surveys, but it needs to be coordinated with the grade announcement dates. This topic will further be discussed when S. Miles joins to the upcoming committee meetings. CAP will also review the survey questions themselves.
6. Several issues regarding the e-projects website are discussed briefly at the end of this meeting, but the discussions are postponed to the upcoming meeting.
7. Meeting adjourned at 2:57 pm.

Respectfully submitted,  
Berk Calli  
C-term Secretary