

Committee on Academic Policy (CAP): Meeting Minutes

April 24, 2023, 3:00 pm
Meeting #21 AY2022-2023
Meeting held via Zoom

Attendees: Brigitte Servatius (MA, CAP Chair), Jeanine Dudle (CEE, EDC Representative), Fiona Levey (MME), Samuel Levitan '24 (Student Representative), Berk Calli (RBE), Oleg Pavlov (SSPS), Sarah Wodin-Schwartz (MME), and Sarah Miles (Registrar)

1. The meeting was called to order at 3:00 pm.
2. Minutes for Meetings #19 (4/3/23) and #20 (4/10/23) were approved with minor changes.
3. Registrar Miles shared with CAP an updated version of the email that the Financial Aid Office would be sending to the faculty requesting information on the last day of attendance by students who NRed all the courses in a term. This information must be collected by WPI to satisfy government regulations regarding Title IV financial aid. CAP reviewed the draft of the email and recommended some minor edits. The email is attached with these minutes. Registrar Miles noted that the Office of the Registrar and the Financial Aid Office appreciated the feedback they had received from the faculty that allowed them to address any possible confusion and concerns about the email.
4. CAP had a detailed discussion of the document provided to the committee by Dean Morse and Director Fitzpatrick (Center for Well-Being) with their thoughts and suggestions on how to handle situations when students miss academic work. The tradeoffs between flexibility and the need for structure in the educational process were examined. Student representative Levitan made numerous valuable contributions on behalf of the students during the conversation. CAP will continue working with Dean Morse and Director Fitzpatrick on identifying best practices in academia for situations when students miss academic work.
5. Chair Servatius reiterated the need for a searchable repository of academic documents and policies. This database system should automatically record and catalog CAP minutes as well as provide analysis of discussed topics.
6. CAP discussed the availability of the GPA to WPI students. While GPA was hidden in some places in Banner, GPA calculations cannot be hidden in Workday, except on official transcripts and on the student version of unofficial transcripts. Student Representative Levitan noted that students want to know their GPAs because many places ask for the GPA. Currently, the Office of the Registrar provides the GPA to students when they request it. This discussion will be continued in the future.
7. The meeting was adjourned at 4:00 pm.

Respectfully submitted,
Oleg Pavlov
CAP Secretary, D 2023

Appendix: An email that the Financial Aid Office would be sending to the faculty requesting information on the last day of attendance by students who NR'd all the courses in a term.

We are reaching out to you because a student in your class(es) NR'd all courses/projects they attempted this term. There are regulations regarding Title IV financial aid that the university is required to follow in these cases, including determining a last date of attendance. While our team realizes WPI professors are not required to take class attendance, we need to ask professors to see if they have some record of the student's last date of attendance or academic activity.

Please briefly describe via email the last date of attendance or academic activity for the student(s) below. Academic activity is defined as, but is not limited to, physically attending a class, submitting an academic assignment, taking an exam or quiz, completing an interactive tutorial, participating in computer-assisted instruction, contributing to an online discussion of academics, or initiating contact with the professor and/or a teaching assistant about a course related topic. If you have no records of academic activity for this student, please indicate that.