

WORCESTER POLYTECHNIC INSTITUTE

October 5, 2023

**To:** The WPI Faculty  
**From:** Mark Richman  
Secretary of the Faculty

The second Faculty meeting of the 2023-2024 academic year will be held on **Thursday, October 5, 2023 at 3:15pm in OH 107 and by Zoom at: <https://wpi.zoom.us/j/94948538086>**. Refreshments will be available in OH 107 at 3pm.

- |   |               |
|---|---------------|
| 1. Call to Order  | M. Richman    |
| <ul style="list-style-type: none"><li>• Approval of the Agenda</li><li>• Consideration of the Consent Agenda including the minutes from August 31, 2023</li></ul> |               |
| 2. Opening Announcements  | M. Richman    |
| 3. President's Report   | G. Wang       |
| 4. Committee Reports/Business (for discussion, <u>only</u> ):   |               |
| Committee on Tenure and Academic Freedom (CTAF)   | K. Wobbe      |
| Committee on Governance (COG)   | G. Heineman   |
| <ul style="list-style-type: none"><li>• <b>Defending the Principle: Formalizing a Process to Resolve Allegations of Academic Freedom Violations</b></li></ul>     | J. Doyle      |
| Committee on Information Technology Policy (CITP)   | G. Smith      |
| <ul style="list-style-type: none"><li>• <b>Motion to revise WPI's Mailing List Policy</b></li></ul>   |               |
| 6. Provost's Report   | A. Heinricher |
| 7. Closing Announcements  |               |
| 8. Adjournment  |               |

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## WORCESTER POLYTECHNIC INSTITUTE

### Faculty Meeting Minutes

August 31, 2023

#### Summary:

1. Call to Order; Approval of the Consent Agenda including the Minutes of May 9, 2023
2. Secretary of the Faculty's Report and Opening Announcements
3. President's Report
4. Committee Business: CAO; CGSR
5. Introduction of New Faculty Members
6. Provost's Report
7. New Business
8. Closing Announcements
9. Adjournment

#### Detail:

##### 1. Call to Order

The first Faculty Meeting of the 2023-2024 academic year was called to order at 3:15pm both in person and via ZOOM by **Prof. Richman** (AE). He reminded all those in attendance that the meeting was being recorded for the purpose of taking accurate minutes, only. The meeting agenda, the minutes from the May 9, 2023 meeting, and the consent agenda were approved as distributed.

##### 2. Secretary of the Faculty's Report and Opening Announcements

**Prof. Richman** introduced himself as the Secretary of the Faculty and was anticipating a productive year for the faculty and for faculty governance. Prof. Richman thanked Prof. Hanlan (HUA), who serves as the Parliamentarian and a former Secretary of the Faculty, and he anticipated that Prof. Spanagel (HUA) and Prof. Dominko (BBT) might sit in for Prof. Hanlan when he is away.

**Prof. Richman** noted the large turnout for today's meeting. He pointed out that our faculty governance processes, which are very technical at times, work well because of monthly gatherings like this, which maintain and strengthen our community in intangible yet important ways. Most universities now work by way of faculty senates, which in his view, distance individual faculty members from the decision-making process. By contrast, we have maintained our town hall style, which brings all concerned faculty members together to voice their opinions, listen to others, and come to consensus. The beauty of our faculty governance system is that there is wide participation by the faculty, so the individual commitment required of most of us is very small. The meetings themselves allow all faculty members, even those who have no formal roles, to stay abreast, participate, remain aware of campus concerns, and meet colleagues across departments, programs, and schools.

**Prof. Richman** provided a very brief snapshot of our current WPI faculty distribution: there are 338 tenured and tenure track (TTT) faculty members (295 dual mission and 43 teaching mission); and there are 119 secured teaching faculty. This is the group of 457 full-time faculty members participate in our governance processes. Including an additional 35 research faculty, visiting faculty, and post-doctoral scholars there are currently 492 full-time faculty members at WPI.

**Prof. Richman** explained the logic behind this year's faculty meeting schedule. Last year, he and Prof. Albano (in his role as Chair of COG) proposed a modified academic calendar that would have inserted several additional professional days (distinct from wellness days) with no classes held, which could be used for a variety of professional activities including faculty meetings. The purpose was to reduce obstacles to attending, such as teaching conflicts and late afternoon family responsibilities. Unfortunately, those efforts were not perfect and did not lead to calendar changes. Instead, based on the availability of OH 107, this year the five faculty meetings in B- and C-terms will be held on Wednesdays at earlier times of day. Combined with the faculty meeting on the morning of May 7, 2024, this means that six of our nine meetings this year will have moved out of the later traditional 3:15 to 4:45 time slot.

**Prof. Richman** announced that beginning this term the Quorum is open for lunch. He gave a brief description of the how the Quorum, which first opened in 2017 but then closed due to COVID until last year, was established as a wellness-, work-, and meeting-space for faculty and staff beginning with a collaboration in 2016 between Prof. Dominko, Prof. Richman, Dean Perlow, and Chartwell's. **Dean Perlow** (Dean of Students) encouraged everyone to take advantage of the welcoming atmosphere of the Quorum for lunch (M-F, 11am to 2pm), or as a place to work, to meet in small groups, to regenerate, and to feel restored.

**Prof. Coburn** (BME) as a co-Pi with Prof. Whittington (BME) for the WPI Louis Stokes Alliance for Minority Participation (LSAMP) program. The program is designed to help underrepresented minority students at WPI while they are here as well and as they in thinking about their next steps beyond WPI. In particular, the program provides help as they apply to undergraduate research programs and graduate schools. The program provides funds for students to participate in research labs, attend conferences, and buy textbooks. Those eligible must be The minority students who are U.S. citizens or permanent U.S. residents enrolled at WPI in an undergraduate STEM program. Applications will be open in a day or two. Prof. Coburn will circulate information about the program via email, and she encouraged all in attendance to spread the word to all students who qualify.

**Prof. Demetry** (MME) announced that Dr. Sarah Rose Cavanagh will be at WPI on September 27 to give an interactive keynote address and a workshop, both based on her new book entitled *Mind Over Monsters* focusing on the concept of compassionate challenge for educators to support students' well-being and learning. All faculty, staff, and students are invited to attend.

### 3. President's Report

**President Wang** thanked and congratulated Secretary of the Faculty Richman, the Provost, the Committee on Governance (COG), and the Office of General Counsel for the revised Faculty Handbook that was approved in May by the Board of Trustees. She noted that the Board also approved a preliminary 2024 fiscal year operating budget that includes the recently completed renovation of Daniels Hall and the ongoing renovation of Stratton Hall. The Board also approved the plan to launch a campus framework planning for the next ten years, the first campus-wide planning since 2004 with an amendment in 2014. She pointed out that placemaking is increasingly important to student life and student activity and must include dynamic and interactive learning spaces in and out of the classroom as well as connectivity between Gateway, Sagamore, and the main campus. VP Eric Beattie, SVP Philip Clay, and CFO Horan will lead the planning process and will be reaching out to faculty members for input. President Wang urged the faculty to provide their creative thoughts. She will share more details about campus planning at next week's Town Hall meeting.

**President Wang** reported on current enrollments. The undergraduate population includes 1,365 first-year students and 79 new transfer students. New graduate students include 656 students master's students and 110 Ph.D. students, including 18 Fulbright scholars from 13 countries. In total, the new graduate students represent 29 different countries and 31 U.S. states. President Wang thanked the admissions team, the undergraduate studies team, and the student Ssuccess team for working very closely together on the Accepted Students Days and the First-year Experience sessions during the summer. The President also announced that during the summer, WPI received a generous gift from Lt. General David Heebner, Class of 1967. She encouraged the faculty to refer our students to WPI's Career Development Center, now renamed for Lt. General Heebner.

**President Wang** announced the successful conclusion of bargaining and negotiations with the Graduate Workers Union. She thanked SVP Lauren Turner, the Provost, General Counsel, the many graduate school team members and colleagues who put many hours into these talks.

### 4. Committee Business

#### Committee on Academic Operations (CAO):

**Prof. Van Dessel** (CEAE), on behalf of the Committee on Academic Operations, reported that the Office of the Registrar has verified that the undergraduate students listed in the meeting materials have, as of August 30, 2023, completed all of the requirements for the undergraduate degree designated in the department or program indicated and are therefore eligible to receive that degree. As Chair of the Committee on Academic Operations, he moved that these students be approved for August 30, 2023 graduation.

**The motion passed.**

Committee on Graduate Studies and Research (CGSR):

**Prof. Olsen** (MA), on behalf of the Committee on Graduate Studies and Research, reported that the Office of the Registrar has verified that the graduate students listed in the meeting materials have, as of August 30, 2023, completed all the requirements for graduate degree designated in the department or program indicated and are therefore eligible to receive that degree. As Chair of the Committee on Graduate Studies and Research, she moved that these students be approved for August 30, 2023 graduation.

Two questions were raised about the master's degree designation of a student in Biology and Biotechnology and the legal name of a student in Biomedical Engineering. Both inquiries were directed to Registrar Miles to correct the discrepancies.

With these corrections to be addressed, **the motion passed.**

**Prof. Richman** thanked Registrar Sarah Miles and the entire staff in the Registrar's Office for the hard work required to compile the graduation lists accurately.

#### 5. Introduction to New Faculty Members

**Prof. Richman** reflected on the significant institutional effort expended to recruit the 45 new faculty members and to select the 13 new Professors of Teaching whose bios appear in today's faculty meeting materials. Of these 58 new faculty members, based on communications he has had with all of them, Prof. Richman indicated that 47 will be present to be introduced at today's meeting. Each new faculty member introduced gave a brief welcoming statement to the community concerning their teaching, research, and/or personal interests.

**Prof. Richman** urged us not to take for granted the teaching path to tenure, which we formally approved in January of 2021 and has set a standard and an example for all of higher education to follow. He reflected on the benefits it has brought and will bring to the university: institutional visibility (so far from Inside Higher Ed, the AAUP, the AAC&U, the Pullias Center for Higher Ed at USC, which awarded WPI the 2021 Delphi Award for our efforts to improve the status of our non-tenure track faculty); retention and recruitment of excellent teaching faculty; and unity and strength of the faculty.

**Prof. Richman** then introduced the following faculty members recently named as part of a third cohort of Professors of Teaching: **Prof. Gizem Arslan** (HUA); **Prof. Alireza Ebadi** (MME); **Prof. Zoe Eddy** (DIGS); **Prof. Kara Parks Fontenot** (HUA); **Prof. Fiona Levey** (MME); **Prof. Kevin Lewis** (HUA); **Prof. Ingrid Matos-Nin** (HUA); **Prof. Rebecca Moody** (HUA); and **Prof. Samuel Tripp** (MA).

**Provost Sobojevo** introduced **President Grace Wang** (MME) and Department Head **Prof. Sarah Olson** (MA).

**Prof. Sarah Olson** (MA) introduced **Prof. Yonatan Ashenafi**, Post-Doctoral Scholar (MA); **Prof. Dana Ferranti**, Assistant Research Professor (MA); and **Prof. Ralihe Raul Villagran Olivas**, Post-Doctoral Scholar (MA).

**Prof. Nikolaos Gatsonis** (AE) introduced **Prof. Ye Lu**, Assistant Professor (AE).

**Prof. Reeta Rao** (BBT) introduced **Prof. Floyd Brownwell**, Professor of Practice (BBT); and **Prof. Shane McNally**, Assistant Professor (BBT).

**Prof. Kristen Billiar** (BME) introduced **Prof. Yonghui Ding**, Assistant Professor (BME); and **Prof. Zhenglun "Alan" Wei**, Assistant Professor (BME).

**Prof. Diane Strong** (BUS) introduced **Prof. Xin (Shane) Gao**, Assistant Professor (BUS).

**Prof. Anita Mattson** (CBC) introduced **Prof. Raúl Orduña Picón**, Assistant Teaching Professor (CBC).

**Prof Craig Shue** (CS) introduced **Prof. Taylor Andrews**, Instructor (CS); **Prof. Jun Dai**, Associate Professor (CS); **Prof. Roe Shraga**, Assistant Professor (CS); **Prof. Xiaoyan (Sherry) Sun**, Associate Professor (CS); **Prof. Yu-Shan (Sami) Sun**, Assistant Teaching Professor (CS); and **Prof. Hanmeng (Harmony) Zhan**, Assistant Professor (CS).

**Prof. D. Richard Brown** (ECE) introduced **Prof. Mohammad Mostafa Asheghan**, Assistant Teaching Professor (ECE).

**Prof. Lauren Elgert** (DIGS) introduced **Prof. Tsitsi B. Masvawure**, Assistant Professor (DIGS).

**Prof. Gillian Smith** (IMGD) introduced **Prof. Rodney DuPlessis**, Assistant Teaching Professor (IMGD); and **Prof. Karen Stewart**, Assistant Teaching Professor (IMGD).

**Prof Kathryn Moncrief** (HUA) introduced **Prof. Lucy Caplan**, Assistant Professor (HUA); **Prof. David Ibbett**, Visiting Teaching Professor (HUA); **Prof. Sarah Lucie**, Visiting Teaching Professor (HUA); and **Prof. R. Maxwell Racine**, Visiting Assistant Teaching Professor (HUA).

**Prof. Robert Hyers** (MME) introduced **Prof. Richard Bradshaw**, Research Professor (MME); **Prof. Thomas Lundin Christiansen**, Professor (MME); **Prof. Xiaotu Ma**, Assistant Research Professor (MME); **Prof. R. Medhi Mortazavi**, Associate Teaching Professor (MME); and **Prof. R. Manish Kumar Sinha**, Assistant Research Professor (MME).

**Prof. Jing Xiao** (RBE) introduced **Prof. Vincent Aloï**, Associate Teaching Professor (RBE); **Prof. Constantinos Chamzas**, Assistant Professor (RBE); and **Prof. Kevin Leahy**, Assistant Professor (RBE).

**Prof. Robert Krueger** (SSPS) introduced **Prof. Kaitlyn Schneider**, Visiting Assistant Teaching Professor (SSPS).

**Dean Gericke** (UGS) introduced **Adam J. Messer**, Commander (Air Force ROTC).

#### 6. Provost's Report

**Provost Soboyejo** shared his appreciation for this first faculty meeting of the academic year, noting the incredible amount of work needed to organize, plan, and coordinate these faculty introductions and the richness of WPI's community they embody. He takes pleasure in welcoming new and returning faculty and hopes the new faculty members will enjoy WPI as much as he has during his seven years here. Provost Soboyejo reminded everyone to keep their focus on their students and meet them at their point of need, understanding that these needs can change over time. He urged the faculty to continue the tradition that has sustained WPI since its founding and especially during the past four years: building community and a common purpose. He shared his belief that community with a common purpose is the key to overcoming all the challenges that lie ahead. He encouraged the faculty to keep considering how WPI can remain at the cutting edge of research and pedagogy. In particular, he recommended that all faculty members from all disciplines—in our governance committees and in our classrooms—join forces to continue as educational pioneers, particularly now using AI technologies. The Provost alluded to a collaborative "AI initiative," shaped by the Deans and drawing on the expertise of AI experts to reach this goal. He expressed his gratitude to Faculty Governance for the revised Faculty Handbook and the work done during summer by a Faculty Governance team to revisit the policy for resolving allegations of academic freedom violations. Finally, the Provost encouraged the faculty to balance work, life, and play.

#### 7. New Business

There was no new business.

#### 8. Closing Announcements

**Prof. Richman** encouraged all in attendance to enjoy the reception at the President's House immediately after this meeting.

**Prof. Richman** reflected on our faculty governance system - with its wide participation among the faculty - that has given us the strength to establish innovative academic programs before many other institutions and the confidence to place ourselves so far ahead of all of higher education in how we value our teaching faculty. Rather than working slowly, our faculty governance processes work at just the right pace and oftentimes quite quickly compared to our competitors.

**Prof. Richman** asked everyone to reflect on the warmth in this room today and to appreciate the value of our faculty meetings in maintaining a spirit of community. He asked each faculty member to do their best to make time once per month to participate in our meetings and to stay interested not only in issues that have a direct impact on them but to see that new programs in other departments, by improving the university as a whole, reflect well on all of us. Adopting this perspective is what it means to be a citizen of this university.

9. Adjournment

The meeting was adjourned at 4:45 pm by **Prof. Richman**.

Respectfully submitted,

Mark Richman  
Secretary of the Faculty

Note: For discussion (only) at the October 5, 2023 Faculty meeting:

**Date:** October 5, 2023

**To:** WPI Faculty

**From:** Committee on Information Technology Policy (Prof. Smith, Chair)

**Re:** Motion to revise the WPI Mailing List Policy

**Motion:** The Committee on Information Technology Policy recommends, and I move that the WPI Mailing List Policy be updated as described below:

**Description of the Motion:**

**Overview:** The proposed revised policy would clarify the mechanisms by which mailing lists are generated, detail the responsibilities and authority of mailing list owners with respect to lists, and define reasonable and clear guidelines for the deletion of mailing lists due to misuse or disuse. This is the policy's first review and revision by CITP. The current policy was put in place by the Information Security, Risk, and Compliance (ISRC) Committee, which has since been disbanded.

The information provided in this description of the motion includes the proposed revised policy, followed by the current policy. Due to significant changes to the policy across the document, changes are not marked in the copy of the current policy provided.



# **Proposed Revised Policy**

## **Mailing List Policy**

### **I. Policy Statement**

The purpose of this policy is to provide guidance on how to create, use, and moderate mailing lists using WPI's IT systems and resources.

### **II. Scope**

This policy applies to all users of WPI mailing lists, as defined below. All use of mailing lists must comply with the WPI Acceptable Use Policy (AUP) as well as the guidelines in this policy; any violations of the Mailing List Policy will be treated as a violation of the Acceptable Use Policy (AUP).

This policy does not govern the usage of third-party software to manage mailing lists.

### **III. Definitions**

**Dynamic distribution list:** A dynamic distribution list is a mailing list that is automatically generated based upon data stored in WPI's IT systems (e.g. Workday). This includes mailing lists for academic units (majors, minors, grads), employee mailing lists, and advising mailing lists. Dynamic distribution lists are prefixed with *dl-*, or—in the case of advising lists—with *adv-*. Criteria for membership in the lists is determined by the list owner, and can include manually added or removed members in addition to the automatically generated list population. List membership is managed and maintained by ITS.

**Individually-created mailing list:** An individually-created mailing list is any list created by an individual member of the community, currently through using Outlook 365's "groups" feature. Membership in these lists is manually managed by the owner(s) of the group. These mailing lists are prefixed with *gr-*.

**Personal alias:** A personal alias is an alternate email ID for an individual.

**Shared mailbox:** An email mailbox that multiple WPI users have access to.

**Guest Recipients:** A guest recipient is a member of a WPI mailing list (either dynamic or individually-created) who is not affiliated with WPI and has an email address outside wpi.edu.

### **IV. Policy**

#### **A. List Creation**

The primary purpose of a mailing list should be to facilitate communication among multiple WPI community members. While any community member is welcome to create lists, they are also

encouraged to investigate first to find out if there is an existing mailing list that serves the same purpose. Mailing lists should not be created in lieu of a personal alias; lists with only one individual member are not permitted.

Any community member can make an individually-created mailing list. This is encouraged for lists that are expected to be used for a long duration, such as past the end of an academic year.

Dynamic distribution lists are generated by IT following a request for creation via a help desk ticket. Staff and faculty may request the creation of new dynamic distribution lists; approval for this request should come from a supervisor (staff) or department head/program director (faculty). Upon request, IT staff will work with the requester to determine whether an existing dynamic distribution list already meets the purposes of the request. If not, and if the list is judged to meet the guidelines outlined in this policy, IT will create the list.

If the list will have guest recipients then the list must be an Office 365 Group.

### **B. List Ownership**

For individually-created mailing lists, the list creator is designated the original owner of the list. That owner can designate additional owners, which is recommended best practice for lists that should have longevity.

For dynamic distribution lists, list ownership records are maintained by ITS and available for the WPI community to view upon request. List ownership is determined in conjunction with the list requester, their supervisor and/or department head/program director, and—when list membership spans multiple WPI divisions—the leaders of these divisions.

Some dynamic distribution lists are permanent; their owners are designated as follows:

- dl-students: *presumptively Office of the Dean of Students (to be confirmed, September 2023)*
- dl-staff: *presumptively Office of the SVP of Talent & Inclusion (to be confirmed, September 2023)*
- dl-faculty: Office of the Secretary of the Faculty
- dl-potpourri: *unknown, to be confirmed September-October 2023*
- dl-allemployees: *presumptively Office of the SVP of Talent & Inclusion (to be confirmed, September 2023)*

Dynamic distribution lists that are associated with academic departments or programs have the department head or program director as list owner. This includes majors, minors, and graduate student mailing lists.

Dynamic distribution lists generated for advising purposes (i.e. *adv-* prefixed lists) are owned by the Office of Academic Advising.

Dynamic distribution lists for individual classes have the instructor of record as list owner.

### **C. List Naming**

List names are set at the creation of the group or dynamic mailing list, and cannot be changed. Distribution list names will automatically have the prefix *dl-*; individually-created lists will

automatically have the prefix *gr-*. ITS also manages academic advising lists (prefixed *adv-*) and automatically-generated course lists. Prefixes cannot be changed or removed.

List names must have a minimum of four characters, not including the prefix. Names should include only the characters: a-z, 0-9, and hyphen. These restrictions are in place to support legacy IT systems where Unicode characters are not supported.

List names should not masquerade as another person, group, list, service, or other entity.

List names must be in compliance with WPI's Student Code of Conduct, Code of Business Ethics and Conduct, and Acceptable User Policy. In particular, list names must not use or contain slurs, demeaning language, or be used for harassment.

#### **D. List Management**

All mailing lists have named list owners and stated list purposes, which are recorded in the list management system. List owners have the following responsibilities:

- Defining the list population, and maintaining the accuracy of the mailing list population. For individually-created lists, this means manually maintaining the list population. For dynamic distribution lists, this means alerting ITS to potential problems with list membership and automation if discovered, and requesting manual additions/removals from the list.
- Determining an appropriate approach to list management for the community the list serves, in terms of both membership criteria (e.g. permitting opt-in and opt-out membership) and posting to the list (e.g. moderation queues, approved senders, or a fully open list).
- Reporting suspected violations of the AUP on the mailing list through the appropriate channels specified in that policy.
- Transferring ownership of the list upon a change in role or departure from WPI.
- Requesting the removal of the list when it is no longer needed.

ITS has the responsibility to:

- Maintain the internal mechanisms that populate dynamic mailing lists based upon internal data for accuracy and reliability, and ensure that changes made to underlying internal data are reflected on a dynamic mailing list within 1 business day.
- Respond to requests from list owners regarding list maintenance tasks, and provide technical support for mailing list services named in this policy.
- Periodically, and on request, provide list membership information to a dynamic distribution list owner in a user-friendly and accessible format. Support individually-created list owners in finding this information when needed.
- Create mailing lists upon requests that are in accord with this policy.
- Communicate with the list owner when changes to the underlying mailing list service may impact list operations, and when list requests are made to IT that impact mailing list operations and/or require list owner approval.

#### **E. List Review and Deletion Guidelines**

Mailing lists will be flagged by IT for review if the list:

- has not been used for more than twelve months, according to automated usage records,
- generates bounces due to invalid recipient addresses,
- has no owner (i.e. owner has left WPI without transferring ownership, and there is no clear subsequent list owner),
- violates the usage policy.

If a list is flagged for deletion, IT will reach out to the list owner to either remedy problems with the list or confirm list deletion. If there is no list owner, or if the list owner is no longer at WPI, IT will contact the original owner's supervising office to either remedy the problems with the list or confirm list deletion.

Any lists that are deleted are recoverable within 30 days, including messages and files associated with a group.

#### **F. List Usage Guidelines**

Emails sent to a list should focus on the stated purpose of the list. All communications on a WPI mailing list are subject to the WPI Acceptable Use Policy.

Recipients who are part of the WPI community (have a wpi.edu address) must use their wpi.edu address in the list and not an alternate address.

#### **G. Specifically Prohibited Activities**

The following activities are prohibited. If discovered, IT will contact the list owner to navigate alternate solutions, prior to removal of the mailing list:

- Creating or using a list as an alias for yourself
- Creating or using a list to masquerade as another person, group, list, service, or other entity.
- Creating a list to reserve the name without actively using the list.
- Creating a list to use as a forwarding technique.
- Using a list as an alias for obtaining services internal or external to WPI; users who need this feature should contact IT for alternate solutions such as a shared mailbox.

#### **V. Questions**

Address any questions and exception requests using a Service Desk request. Report any suspected violations of the policy to the Office of Information Security.

**Responsible Department:** Information Technologies Services

**Policy Review:** Committee on IT Policy (date); WPI Faculty (date); Administrative Policy Group (date)

**Effective Date** (i.e., date of Presidential Approval): mm-dd-yy

## **Current Information Security, Risk, and Compliance (ISRC) Committee-Designed Policy**

*[modified only for formatting]*

### **WPI Mailing List Policy**

#### **1.0 Purpose**

The purpose of the policy is to provide guidance on how to create and use mailing lists.

#### **2.0 Applicability**

This policy applies to all users of WPI mailing lists for students, faculty and staff. All use of mailing lists must comply with the *WPI Acceptable Use Policy (AUP)* and *Common Electronic Mail Standard*. In addition, there are specific guidelines and prohibited activities.

#### **3.0 List Creation & Usage**

##### **List Creation Guidelines:**

- The primary purpose of a mailing list must be to facilitate communication among WPI community members. Only request a new list when necessary. There may already be a list or alternate mechanism for your intended purpose.
- Dynamic Distribution Lists will be created upon request via a Help Desk ticket provided the list meets these guidelines.
- Personal mailing lists can be created by faculty, staff or students through Office 365 Groups. If the list will have guest recipients (non-wpi.edu email address), then the list must be an Office 365 Group.
- A mailing list must not be used as a personal alias (defined below).

##### **List naming guidelines**

- Office 365 distribution list names will have the prefix 'dl-'.
- Office 365 Group names will have the prefix 'gr-'.
- List names must have a minimum of four characters, not including the prefix.
- Names should include only the characters: a-z, 0-9, and hyphen.
- List names should not masquerade as another person, group, list, service, or other entity.
- List names must be in compliance with WPI's *ethics* and *Code of Conduct* policies (i.e. not offensive, harassing, etc.).

##### **List Management Guidelines**

- List owner(s) are responsible for maintaining the accuracy of the list, transferring ownership prior to leaving WPI and removing a list when it is no longer needed.
- Lists with guest recipients must be maintained for accuracy by the list owner.
- Recipients who are part of the WPI community (have a wpi.edu address) must use their wpi.edu address in the list and not an alternate address.
- Lists will be flagged for removal if:
  - The list has not been used for more than six months.
  - Has a predominance of guest recipients without a clear purpose.
  - Generates bounces due to invalid recipient addresses.
  - Has no owner (owner has left WPI without transferring ownership).

- Violates the usage policy.

### List Usage Guidelines

- Emails sent to a list should focus on the stated purpose of the list.
- Emails should comply with the *Common Electronic Mail Standard*.

### Personal Aliases

A personal alias is an alternate address for a primary address. The mailing list service should not be used to generate personal aliases. If you need a personal alias for a legitimate reason, please submit a *Service Desk request* to make an alias as part of your email identity, including the reason for the request.

Valid reasons for requesting a personal alias:

- Change of name
- Frequent confusion with another user
- Cultural sensitivity to assigned name or number
- Other valid reasons per management approval

### Specifically Prohibited Activities under this policy

1. Creating or using a list as an alias for yourself.
2. Creating or using a list to masquerade as another person, group, list, service, or other entity.
3. Creating a list to reserve the name without actively using the list.
4. Creating a list to use as a forwarding technique.
5. Using a list as an alias for obtaining services internal or external to WPI.

### Exceptions

Exceptions to the Mailing List Standard are granted on a case-by-case basis. Information Technology staff will work with the requestor to help determine an acceptable solution. Exceptions for academic coursework can be requested by a faculty member.

### Reporting, Questions, and Assistance

Address any questions and exception requests using a Service Desk request. Report any suspected violations of the standard to the Office of Information Security at [itsecurity@wpi.edu](mailto:itsecurity@wpi.edu).

## 4.0 Policy Enforcement

Any person that violates any of the policies found in this policy will be subject to the same disciplinary actions as outlined in *WPI's Confidentiality Agreement* for employees or *Code of Conduct* for students.

## 5.0 Approval and Revisions

**Policy Category:** Information Technology

**Policy Approved By:** Approved by WPI's Information Security, Risk and Compliance Committee on 9/6/2018.

**Policy Reviewed Annually By:** Mark Taricco

### **Related University Policies:**

WPI Acceptable Use Policy (AUP)

Common Electronic Mail Standard

**Last Modified:** 8/20/18

### **Rationale:**

The existing mailing list policy was created and last updated in 2018. Since then, WPI has had several years of experience with dynamically created lists across campus, revealing several problems we aim to address in this policy revision:

- In 2021-22, there were several issues with the accuracy of student mailing lists as an indirect result of the Workday Student transition. Debugging and resolving these issues made clear the need for better policy and shared language for mailing list creation and maintenance, including where responsibilities lie in determining membership and ensuring reliability.
- In 2022-23, we started hearing complaints from students and faculty alike about heavy email traffic on large mailing lists (e.g. majors with large enrollment). Some list owners and members requested list moderation, for which there was no policy guidance.
- IT reports issues with long-disbanded mailing lists (i.e. created long ago, no activity reported, and no current list owner) still being on WPI servers, causing resource and security issues. IT further reports that the help desk receives requests to join mailing lists, and that their staff should not make these decisions and have no guidance for where to direct such requests

In parallel with discussing and offering guidance on these issues, CITP has been conducting a review of policies generated by the Information Security, Risk, and Compliance Committee (ISRC) that did not engage with faculty governance. The current Mailing List Policy was one such policy, and CITP identified several issues that the revised policy addresses:

- Links to outdated “standards”, which contain implicit policy language related to appropriate messages to send to lists
- Inaccurately labels dl- lists as Office 365 lists, and has other outdated/incorrect language
- Does not clearly establish responsibilities for list maintenance
- Terse language with rules that do not have clear explanation or justification
- 

The revised policy aims to address these issues through:

- Updating definitions of lists to be accurate to current practice
- Establishing clear roles and responsibilities for both list owners and ITS
- Defining list owners for specific, large, and permanent dynamic distribution lists to be offices on campus, rather than specific individuals, for long-term consistency

**Appendix**  
**Consent Agenda Motions**

(see next page)



**Date:** October 5, 2023  
**To:** WPI Faculty  
**From:** Committee on Academic Operations (Prof. Van Dessel, Chair)  
**Re:** Motion to add FIN 3330: Financial Analytics

**Motion:** On behalf of the Business School, the Committee on Academic Operations recommends and I move that FIN 3330: Financial Analytics, as described below, be added.

**Proposed Description:**

**FIN 3330 FINANCIAL ANALYTICS (Cat I.)**

This course provides the foundation for financial data analytics used in business and FinTech applications. The objective of this course is for students to gain experience in analyzing financial data using modern machine learning techniques, statistical methods, and prediction models. Students will develop computational skills to perform data analysis using a modern statistical programming environment and apply these skills to address a range of problems encountered by business firms, including those in the FinTech industry. The topics discussed include an introduction to R language, visualization of financial data, cluster analysis, simple and multiple linear regression, classification models, high dimension data analysis using Lasso, and model assessment and selection using cross validation. Students will have hands-on experience in the development of data analytics applications to analyze real world financial problems.

*Recommended background:* Students should ideally have taken Statistics 2611 and 2612, and FIN 2070.

**Units:** 1/3

**Anticipated Instructor:** Prof. Shane Gao

**Rationale:**

Financial Technology (FinTech) is a rapidly growing industry that uses technology to improve how firms in the financial services industry conduct business. FinTech disrupts the traditional delivery of financial services through the rapid integration of technology, algorithms, data, and mobile applications. This has brought an unprecedented demand for professionals with advanced skills in finance, mathematics, programming, analytics, data science, applied statistics, and regulatory and compliance. This new course will address these growing market realities and will prepare students with hands-on problem-solving experience. The courses will be appealing to students who are interested in pursuing a career in the newly emerging FinTech industry or a career with traditional businesses that are transforming or expanding into alternative lending, cryptocurrency management, and trading, blockchain technologies, open banking, Insur-tech, Robo-advisement, machine learning, and data mining applications and cybersecurity. Some may work for traditional financial services companies, which need staff with technical skillsets to improve existing business practices and/or develop new processes related to technological innovations. The benefit of adding this course is that MGE, MIS, BU, and IE students will now have an additional technical elective option. This course will also be an option to complete the FinTech minor.

**Resource Needs:**

- Instructor: New faculty member, Shane Gao, will be the instructor-of-record

- Classroom: Standard classroom
- Laboratory: none
- Library resources: No additional needs for library resources
- Information Technology: No special support or equipment is needed from ATC.

**Assessment:** Each course will be assessed through student course feedback (i.e., outcomes 1, 2, 7, and 19) and reflections from students during course delivery.

**Implementation Date:** The new course is expected to be offered in the 23/24 academic year.

**Contact:** Prof. Adrienne Hall-Phillips, Business School

**Date:** October 5, 2023  
**To:** WPI Faculty  
**From:** Committee on Graduate Studies and Research (Prof. Olson, Chair)  
**Re:** Motion to modify the course description of FIN 530 Cryptocurrencies and Financial Markets

**Motion:** On behalf of the Business School, the Committee on Graduate Studies and Research recommends, and I move that the course description for FIN 530 Cryptocurrencies and Financial Markets) be modified, as described below.

**Description of the Motion:**

***Proposed Course Description:*** (with added text highlighted in yellow)

**FIN 530 – Cryptocurrencies and Financial Markets** (3 credits)

This course covers digital currencies and related FinTech topics. The course begins with studying the nature of money, legacy payment, and banking systems. The course then examines the emergence of stateless, cloud-based digital currency systems since 2009. Students will gain insight into the functioning of decentralized assets in today’s financial markets and the role of fintech assets such as cryptos in financial intermediation. Students will learn about the potentials of central bank digital currencies and how they can help to improve banking by reducing the under-banked and un-banked population. The course will also emphasize the inherent risks and ethical dilemmas and regulatory compliance challenges (for example, Anti-Money Laundering and Know Your Customer regulations) of this emerging asset class.

***Current Course Description:***

**FIN 530 – Cryptocurrencies and Financial Markets** (3 credits)

This course covers digital currencies and related FinTech topics. The course begins with studying the nature of money, legacy payment, and banking systems. The course then examines the emergence of stateless, cloud-based digital currency systems since 2009. Students will gain insight into the functioning of decentralized assets in today’s financial markets and the role of fintech assets such as cryptos in financial intermediation. Students will learn about the potentials of central bank digital currencies and how they can help to improve banking by reducing the under-banked and un-banked population.

**Rationale:**

The course content and description have been updated to include ethics and compliance challenges related to cryptocurrency. The FinTech program will be evaluated routinely and regularly under the AACSB accrediting process, and this inclusion of ethics is imperative for the same.

**Impact on Degree Requirements:** This course is offered as one of the required courses in the three specialties of the MS FinTech degree program. Thus, every student who chooses this required course will have an opportunity to learn about the ethical and compliance challenges of cryptocurrencies.

**Resources and Anticipated Instructors:** Prof. Kwamie Dunbar will teach this course. No additional resources are needed.

**Implementation Date:** The implementation date for this action is the 2024-25 academic year.

**Date:** October 5, 2023

**To:** WPI Faculty

**From:** Committee on Graduate Studies and Research (Prof. Olsen, Chair)

**Re:** Motion to modify the title and description of MIS 520 Artificial Intelligence and its Business Applications

**Motion:** On behalf of the Business School, the Committee on Graduate Studies and Research recommends and I move that the title and description of MIS 520 Artificial Intelligence and its Business Applications be modified, as described below.

**Description of the Motion:**

***Proposed Course Description:*** (with additions/rewording in yellow highlights)

**MIS 520 – Artificial Intelligence and its Ethical Applications in Business** (3 credits)

This course provides students with a comprehensive introduction to the recent developments in AI, with a focus on their current and potential practical applications in business. The course covers fundamental AI concepts such as search methods, logic, knowledge representation, and natural language processing in sufficient detail to understand how these concepts and associated tools can be applied to solve practical business problems in ways that create fair and ethical solutions. Students will learn about bias in data, algorithms, and human decision making, and methods of avoiding the transfer of those biases to AI-based solutions. They will gain practical experience through a project about the opportunities of AI-based solutions to assist with making decisions and predictions and transforming business and work, as well as the challenges of doing so in a fair and ethical manner that benefits individuals, the environment, and society at large.

**Current Course Description:**

**MIS 520 – Artificial Intelligence and its Business Applications** (3 credits)

This course aims to provide the students with a comprehensive introduction to the recent developments in AI through the coverage of fundamental AI concepts and practical applications of these concepts in business. The course will allow students to understand AI's basic concepts and methods and apply AI-based techniques to solving practical business problems. Students will also experience how AI can transform business problems. Students will also experience how AI can transform businesses and gain an understanding of where AI technologies are heading within the next few years.

**Rationale:**

The course content, title, and description have been updated to include ethics in the FinTech curriculum. The FinTech program will be evaluated routinely and regularly under the AACSB accrediting process, and this inclusion of ethics is imperative for the same. Ethics as an AACSB learning outcome will be tested by means of a written paper and embedded exam questions within this course's final exam.

**Impact on Degree Requirements:** This course is offered as one of the three core courses in the MS FinTech degree program. Thus, every student in the FinTech program will be introduced to the ethics in FinTech.

**Resources and Anticipated Instructors:** Prof. Bengisu Tulu, Prof. Daniel Treku, or another appropriate instructor will teach this course. No additional resources are needed.

**Implementation Date:** The implementation date for this action is the 2024-25 academic year.

**Date:** October 5, 2023

**To:** WPI Faculty

**From:** Committee on Graduate Studies and Research (Prof. Olsen, Chair)

**Re:** Motion to add ARCH 500 Thesis Research Seminar

**Motion:** On behalf of the *Architectural Engineering Program and the Department of Civil, Environmental, and Architectural Engineering*, the Committee on Graduate Studies and Research recommends, and I move that a new course ARCH 500 Thesis Research Seminar, as described below, be added

**Proposed Course Description:**

**ARCH 500 - Thesis Research Seminar** (3 credits)

This seminar prepares students in the Master of Architecture program to conceive and develop a graduate thesis design project proposal that is rooted in the originality and innovation of research and design practice. The course is structured with seminars of invited speakers, discussions of readings, workshops, student presentations, and thesis proposal development. The seminar may include a travel component. The topics vary each year with the focus on research methodologies and broad issues relevant to the discipline of architecture. The course culminates in a written proposal that includes a description and justification of the proposed thesis topic, main goals and objectives, methodologies, plan of study, expected products, and a proposal for the composition of a thesis committee.

*Prerequisites:* Accepted as a student in the Master of Architecture program.

**Rationale:**

The purpose of the Graduate Seminar is to provide a forum to learn about and discuss current issues and research developments in the field of architecture. The Seminar will also provide an opportunity for faculty and students to network with researchers and practitioners, both internal and external to WPI. The proposed course is consistent with similar courses in other programs on campus.

**Impact on student schedules or other departments:** We anticipate no impact on student schedules or other departments. All students in the Master of Architecture program will be required to take part in this seminar.

**Resources and Anticipated Instructors:** This course is delivered by faculty with backgrounds in architectural and engineering design, broadly defined. The Architectural Engineering Program already organizes a seminar series, which can be aligned with the new research seminar. The anticipated instructors include Nancy Ma, Shichao Liu, Soroush Farzin, and Steven Van Dessel (AREN Program) with guest speakers both internal and external to WPI.

**Implementation Date:**

Implementation date for this action is the 2024-2025 Academic year.

**Date:** October 5, 2023

**To:** WPI Faculty

**From:** Committee on Graduate Studies and Research (Prof. Olsen, Chair)

**Re:** Motion to add ARCH 599 Design Thesis

**Motion:** On behalf of the Architectural Engineering Program and the Department of Civil, Environmental, and Architectural Engineering, the Committee on Graduate Studies and Research recommends, and I move that a new course entitled “Design Thesis” (ARCH 599) as described below, will be added to the graduate catalogue.

**Proposed Course/Catalog Description:**

**ARCH 599 – Design Thesis**

The graduate design thesis involves creating and advancing a comprehensive architectural project that exhibits adequate scope and intricacy. Design thesis proposals are conceived in the thesis research seminar (ARCH 500) and are subsequently developed in close collaboration with a thesis committee composed of a faculty advisor affiliated with the Master of Architecture program and a co-advisor in a focus area. The graduate design thesis is required of all students in the Master of Architecture program and requires work worth (a minimum of) twelve graduate credit hours. Students register for 6 credits during the fall semester and 6 credits during the spring semester of their master’s year. Students articulate and develop design strategies and translate these into tangible design products that embody the architectural values of their concepts and ideas. The work culminates in a public juried presentation and a booklet that documents the work.

*Prerequisites:* Completion of the thesis research seminar (ARCH 500) and at least one concentration course, and consent of the M. Arch program committee.

**Rationale:**

The design thesis embodies the culmination of a student’s growth towards becoming an architect. The approach is consistent with requirements and expectations at other NAAB accredited Master of Architecture programs in the US and abroad.

**Impact on student schedules or other departments:** We anticipate no impact on student schedules or other departments. All students in the Master of Architecture program are required to complete the graduate design thesis.

**Resources and Anticipated Instructors:** This course is delivered by faculty with backgrounds in architectural and engineering design, broadly defined. The anticipated thesis advisors include Nancy Ma, Shichao Liu, Soroush Farzin, and Steven Van Dessel (AREN Program) with thesis co-advisors from allied programs at WPI.

**Implementation Date:** Implementation date for this action is the 2024-2025 Academic year.