



**Administrative Policy Group
Official Meeting Minutes
Wednesday, November 29, 2023
3:00 – 4:00 p.m.
Co-Chairs: Michael Horan & Arthur Heinricher**

Attendees:

APG Members Present: Michael Horan (Co-Chair); Arthur Heinricher (Co-Chair); David Bunis; Eileen Brangan-Mell; Eric Beattie; Gillian Smith; Vijay Menta; Harold Walker; Amy Curran; Donna Stock; Lauren Turner; Philip Clay

Guests: Matthew Thaler (Deputy General Counsel); Erin Silva (Office of the General Counsel)

Minutes:

1. Approval of the September 27, 2023 Meeting Minutes

Chair Heinricher called for a vote to approve the September 27, 2023 meeting minutes. Profs. Smith and Walker abstained. All other APG members present voted to approve the September 27, 2023 meeting minutes.

2. Brief Update on the Entertainment, Meals and Travel Expense Policy

Mr. Bunis informed the APG that the Entertainment, Meals and Travel Expense Policy received many comments during the comment period, which ended on October 29, 2023. Chair Horan and Olga Klochkova are reviewing and considering the comments. This policy will be re-presented to the APG in December.

3. Presentation of the Interim Policy Prohibiting Entering Confidential Information into Publicly Available Generative AI

Chair Heinricher called upon Mr. Menta to present this draft policy. Mr. Menta stated that this policy was being brought to the APG as an interim policy as a temporary measure to mitigate risk of fastly-developing generative AI tools while it goes through the full APG Process. Mr. Menta explained that he has already collaborated with Prof. Smith and CITP on this interim policy and incorporated their feedback.

Mr. Menta briefly explained that the main purpose of the policy is to ensure that confidential, sensitive information is not entered into generative AI tools.



Discussion ensued on several topics including the definition of “Confidential Information,” illustrative examples of such information, and whether this policy should be limited to just “publicly available” generative AI tools. Several friendly amendments were offered and accepted.

Mr. Menta also explained that there is already a Data Classification and Usage Policy that describes certain types of “confidential” information. However, because that policy was last updated in 2019 and predated APG, this interim policy will not reference it. Instead the APG will endeavor to take that policy up for consideration and editing before the end of this academic year, including editing it to refer to generative AI tools.

Mr. Menta agreed to incorporate the friendly amendments discussed at this meeting before sending it to the President for approval as an interim policy.

4. Presentation of the Mailing List Policy

Mr. Menta then presented the Mailing List Policy. Mr. Menta explained the purpose of the policy is to provide guidance on how to create, use, and moderate mailing lists using WPI’s IT systems and resources. Currently, there are numerous mailing lists utilized at WPI that are not properly managed, owned, or moderated.

Prof. Smith presented this policy at a recent faculty meeting, which garnered much feedback from her faculty colleagues. One major takeaway was the need to narrow the policy focus to just dynamic mailing lists create by WPI ITS. Mr. Menta explained that dynamic mailing lists have a “DL_” prefix and are purely used for email.

The most complicated issues with dynamic mailing lists at WPI revolve around ownership and accountability. Mr. Menta then guided the APG through the current draft of the policy.

Discussion ensued on several topics, including ownership of lists; the need for defined moderators; permissions of mailing lists (e.g., who decides who is approved for sending and receiving); guidelines for usage; whether mailing lists should maintain an institutional purpose; risks and liability associated with mailing lists; and potential solutions around reliance on mailing lists (e.g., use of an intranet as an alternative).

Following this discussion, it was decided that this policy required further refining before approving it for public comment. Mr. Menta, Prof. Smith and CITP will continue to collaborate before this policy is re-presented to the APG.

The meeting was adjourned at 4:00 p.m.

David A. Bunis
Secretary, Administrative Policy Group