

## **Committee on Academic Policy (CAP): Meeting Minutes**

Tuesday, February 4, 2025, 2:00pm; Taylor Room

Meeting #15 AY 2024-2025

Attendees: J. Dudle (CEAE, CAP Chair and EDC Representative), A. Gericke (Dean of Undergraduate Studies ad interim), D. Heilman (CBC, UOAC representative; via zoom), M. Leatherman (student representative), L. Roberts (BBT), S. Wodin-Schwartz (MME), F. Zoutendyk (MME, CAP secretary, C term)

Guest: N. Blank (Office of the Dean of Undergraduate Studies)

1. The meeting was called to order at 2:03 pm.

2. Nick Blank gave an update on new methods of distributing course report results necessitated by the switch from Class Climate to Qualtrics due to security issues with ClassClimate survey notifications, and the switch from Tableau to PowerBI. These changes were made to streamline our software usage by using a vendor already used elsewhere on campus, better facilitate off-cycle survey distribution for graduate courses, and potentially implement a fully automated course report process. The update by N. Blank included a review of the new OSCAR course report dashboard and others. The OSCAR dashboard shows course report data starting from academic year 2017/18. There are restrictions on how the data can be accessed to conform with the policies in the approved April 2005 Motion to Revise Student Course Reports, which is included with these minutes. OSCAR will be available to all WPI community members and can be searched by instructor.

Department Heads and Deans have access to a PowerBI dashboard which provides summary data. This will replace the Tableau and Excel Spreadsheets they have been using.

Some of the settings that had been used in the paper reporting system were lost in the conversion to the fully online system several years ago. The Office of the Dean of Undergraduate Studies is investigating various options to restore similar functionality within the bounds of WPI policies.

Faculty can log in at [oscar.wpi.edu](https://oscar.wpi.edu) with their WPI credentials. Faculty are advised to save their course reports as pdfs for their own records. It is possible for faculty to compare their own sections and courses using a Qualtrics Dashboard. Faculty can access this in "Course Report Results" from within any of their canvas course sites.

[wpicevals.qualtrics.com](https://wpicevals.qualtrics.com) gives instructors a centralized option of accessing their course report data.

The Office of the Dean of Undergraduate Studies will communicate to faculty at the end of C-term about the functionality of the system and give clear instructions for how to access course report data.

3. The meeting was adjourned at 2:50 pm.

Respectfully submitted,

Fiona Zoutendyk