



**Administrative Policy Group  
Official Meeting Minutes  
November 20, 2024  
4:05 p.m. – 4:40 p.m.  
Co-Chairs: Michael Horan & Andrew Sears**

**Attendees:**

***APG Members Present:*** Michael Horan (Co-Chair); Andrew Sears (Co-Chair); Eric Beattie; Sara Saberi; Vijay Menta; Harold Walker; Matthew Thaler; Lauren Turner; Donna Stock; Eileen Brangan-Mell; Amy Curran

***APG Members Not Present:*** N/A

***Guests:*** Erin Silva (Office of the General Counsel); Robert Walls (Associate Professor, Computer Science)

**Minutes:**

**1. Introduction of Andrew Sears as Co-Chair of APG and Sara Saberi as new APG member (CITP Chair)**

Chair Horan welcomed to Provost Sears and Prof. Saberi as new members of the APG.

**2. Approval of the March 27, 2024 Meeting Minutes**

Chair Horan called for a vote to approve the March 27, 2024 meeting minutes. Prof. Saberi, Prof. Walker, Ms. Stock and Ms. Curran abstained. All other APG members present voted to approve the minutes.

**3. Notification to APG of the Interim Access to User Electronic Information Policy**

Mr. Menta explained that a concern was raised that the “recall” feature of Outlook was in technical violation of the policy. This feature cannot be turned off for individual users. Rather, it has to be turned off for all users. It is also a long-standing feature of Outlook (20+ years). Therefore, to maintain the status quo, i.e., the use of this recall feature which impacts all users of the WPI community (10,000+), Mr. Menta reviewed the edits to the policy that would exclude these types of system-to-system features from the definition of “User Electronic Information” and ensure compliance with the policy.

Mr. Thaler explained that an Interim policy is a temporary policy that is required because of, for example, a change in the law or for other compelling reasons. As the APG states, Interim policies “remain in force pending completion of the APG process, or for up to six months from the date of issuance, whichever occurs first.”

Mr. Menta further explained that this Interim policy is being placed on the CITP agenda for discussion, will then go to the APG to follow the APG Process (including comment period) and then, ultimately, will be voted upon by the APG for recommendation of Presidential approval.



#### **4. Notification to APG of extension of interim period of the Interim Policy Prohibiting Entering Confidential Information into Generative AI**

Mr. Menta reminded people that this Interim policy was put in place last academic year. The intention is for the substance of this policy to be incorporated into the Data Classification and Usage Policy. Mr. Menta has been collaborating with CITP on the Data Classification and Usage Policy and they are making good progress but it is not yet ready and will still have to go through the faculty and APG processes for approval. Vijay and CITP are aiming for the Data Classification and Usage Policy to be presented to the faculty in December so he can present it to the APG in January.

Therefore, Mr. Menta notified the APG that he needs an extension of the interim period for the Interim Policy Prohibiting Entering Confidential Information into Generative AI until May 31, 2025.

Ms. Stock asked a question about the use of Zoom's AI Companion tool. Mr. Menta explained that the AI Companion tool is turned off by default. If a meeting organizer has turned it on, the invitees have the ability to request the meeting organizer to turn it off. Mr. Menta worked with OGC to include language to this effect that appears in every Zoom meeting invite.

Mr. Menta emphasized that if WPI community members wish to use an AI tool, it should be Microsoft Copilot only and users must log in with their WPI credentials.

The meeting was adjourned at 4:40 p.m.

Matthew Thaler  
Interim General Counsel  
Secretary, Administrative Policy Group