



**Administrative Policy Group
Official Meeting Minutes
November 5, 2025
3:00 – 3:35 p.m.
Co-Chairs: Michael Horan & Andrew Sears**

Attendees:

APG Members Present: Andrew Sears (Co-Chair); Joshua Cuneo; Crate Herbert; Bryce Hoffman; Vijay Menta; Stephan Sturm; Matthew Thaler; Lauren Turner; Philip Clay

APG Members Not Present: Michael Horan (Co-Chair); Amy Curran

Guests: Stan Horton (Talent & Inclusion); LeeAnn LeClerc (Chief Information Security Officer)

1. Approval of September 24, 2025 Meeting Minutes

In Chair Horan's absence, Mr. Thaler called for a vote to approve the September 24, 2025 meeting minutes. Profs. Sturm and Cuneo abstained. All other APG members present voted to approve the minutes.

2. Presentation of the Interim Title IX and Sexual Misconduct Policy and Summary of Comments During the Comment Period

Mr. Thaler reminded everyone that the Interim Title IX and Sexual Misconduct Policy was placed into the 30-day public comment period beginning on September 29, 2025 and ending on October 30, 2025. No comments were submitted during the comment period.

Mr. Thaler called for a vote to send this policy to President Wang with a recommendation that she approve it as a permanent policy. Profs. Sturm and Cuneo abstained; all other APG members present voted to send this policy to President Wang for approval.

3. Presentation of the Data Classification and Usage Policy

Mr. Menta presented the Data Classification and Usage Policy. He explained that he and the Committee on Information Technology Policy (CITP) have been reviewing and revising it for the past year. The policy has now been approved by CITP. The next step in CITP's process is to present it to the Committee on Governance (COG). Mr. Menta and CITP agreed that, in parallel, he would present the CITP-approved version of the policy to the APG.

Mr. Menta then presented a summary of the policy, including its purpose in ensuring the security of sensitive data. The base policy was modeled after Carnegie Mellon University's policy. Mr. Menta then summarized the data classification categories. The APG had several questions related to the Appendix to the draft policy, which includes a summary of minimum protection requirements for each classification category.



Mr. Menta confirmed that the substance of the “Interim Policy Prohibiting Entering Confidential Information into Generative AI” (“Interim Policy”) will be integrated into this policy and, once approved, the Interim Policy will be rescinded.

The APG discussed the potential to make the Appendix more user-friendly and understandable to the WPI community. Given the feedback received, Mr. Menta and Ms. LeClerc agreed to revise the Appendix and bring the draft policy back to the APG at the next scheduled meeting before the APG approves moving it to the 30-day comment period.

The meeting was adjourned at 3:35 p.m.

Matthew Thaler
Vice President & General Counsel
Secretary, Administrative Policy Group