



**Administrative Policy Group
Official Meeting Minutes
November 19, 2025
2:00 – 2:20 p.m.
Co-Chairs: Michael Horan & Andrew Sears**

Attendees:

APG Members Present: Michael Horan (Co-Chair); Andrew Sears (Co-Chair); Joshua Cuneo; Amy Curran; Bryce Hoffman; Vijay Menta; Stephan Sturm; Matthew Thaler; Lauren Turner

APG Members Not Present: Crate Herbert; Philip Clay

Guests: LeeAnn LeClerc (Chief Information Security Officer)

1. Approval of November 5, 2025 Meeting Minutes

Mr. Thaler called for a vote to approve the November 5, 2025 meeting minutes. Profs. Sturm and Cuneo, and Mr. Horan abstained. All other APG members present voted to approve the minutes.

2. Title IX and Sexual Misconduct Policy

Mr. Thaler updated everyone that the Title IX and Sexual Misconduct Policy was approved by President Wang on November 6, 2025.

3. Presentation of the Data Classification and Usage Policy

Mr. Menta reminded the committee that he presented this policy at the November 5, 2025 meeting, where there was feedback about simplifying the appendix chart. Since that meeting, CITP has met again and provided additional feedback which resulted in the addition of a sentence in the beginning of the policy referencing other WPI policies that have relevant definitions. Additionally, Mr. Menta revised the appendix to the policy to simplify it, reorganize it, and make it more user friendly. CITP will be presenting this policy at the next faculty meeting. Mr. Menta further explained that this policy will provide a mechanism – through the use of a tool – to identify where data is stored, ensure it is properly stored (and if not, have a conversation with the data owner about proper storage) and ensure the proper security of various types of data.

Mr. Thaler called for a vote to approve the policy for the 30-day comment period. Profs. Sturm and Cuneo abstained. All other APG members present voted to approve the policy for the comment period.

The meeting was adjourned at 2:20 p.m.

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