

Committee on Academic Policy
Meeting Minutes

2nd CAP Meeting of 2020-21

Tuesday, September 8 at 2 PM. Meeting held over Zoom due COVID 19 restrictions.

In Attendance: J. Dudle, G. Heineman (Chair), A. Heinricher (Provost's office), A. Hall-Phillips, J. Rulfs, S. Weekes, S. Miles (Registrar), Tarik Ourdyl ME '22, Ryan Candy MA '21

Professor Heineman informed the committee that IQP and MQP survey data were not available. He continues to work with IT to identify these data and suggests that providing data access to these data should be part of the eProjects 2.0 initiative.

Oleg Pavlov has agreed to serve as CAP's appointee to the Undergraduate Outcomes Assessment Committee (UOAC) and Jill Rulfs will continue as CAP's appointee to the Educational Development Council (EDC).

A recommendation that Kris Wobbe be designated Provost's Office representative should Dean Heinricher be unable to attend CAP meetings was approved.

The minutes of the first meeting of AY 20/21 were approved with modification.

Professor Heineman is working to get student course report data transferred from Banner to the *ad hoc* Steering Committee for Online Student Course Reports (OSCAR) before Banner is no longer available. However, OSCAR has not reported the University mean for questions on the student course report. A discussion resulted in a recommendation that those data should be reported. The Dean of Undergraduate Studies uses these data as a standard for comparison to identify faculty whose course evaluations fall in the lowest decile when compared to the University mean. The Dean then works with department heads to identify a plan for remediation. Additionally, CTAF may use this metric when evaluating faculty candidates.

In response to a question from a faculty member, there was discussion about student course reports for courses that are team taught with different faculty members responsible for different aspects of the course. The committee recommended that departments should determine what they want to learn from these evaluations relative to any particular course, and craft a specific set of questions to be added via Class Climate. Also, it is possible to send out more than one set of evaluations can be sent out for a single course.

A brief summary of individual department policies for accepting transfer credit for on-line courses was presented by the Registrar. These decisions are made by departments; there is no University wide policy. https://www.wpi.edu/sites/default/files/2020/01/23/WPI_UG_Cat-2020-21-Final_WEB.pdf Review of the information revealed that several departments had shown flexibility in adapting their policies in light of courses at most schools being offered online in spring of 2020 as a result of the COVID-19 pandemic.

Submitted,

Jill Rulfs