

## ANNUAL REPORT OF THE COMMITTEE ON ACADEMIC POLICY, 2017-18

The Committee on Academic Policy(CAP) met 21times during the academic year.

Committee members included: Michael Elmes, Art Heinricher, (Provost representative), Mayer Humi(Chair), David Olinger, Guillermo Salazar, Mingjiang Tao(Terms C,D), Nima Rahbar, Matthew Liberacki (student rep) Madeline Chudy (student rep). Sarah Miles (guest)

### APPOINTMENTS:

Oleg Pavlov CAP appointee to UOAC one year

A. Madan CAP appointee to EDC until 2019

F. Miller CAP appointee to CITP until 2019

## **Business Items:**

1. CAP met with Provost Bursten concerning a proposal to move to a fully online student course report process. A motion was presented to the faculty and approved but modified in the faculty meeting to delay the start of the transition until after presentation and approval of the recommendations and conclusion of the Task Force for Improvement of Student Course Reports (created on September 15, 2017) by the Faculty. CAP representatives to the task force were Prof J. Rulfs and Prof. K. Notarianni. The Task Force report and recommendations were approved by CAP and then approved by the faculty at the April 12, 2018 meeting.
2. CAP discussed possible policies and guidelines for faculty when students miss required academic work. CAP met with the athletic director D. Harmon to discuss the issue and the definition of university sponsored events and policies for "*excused absences*". CAP discussed preliminary guidelines on this issue which will be further addressed in 2018-2019.
3. A Proposal was made by the registrar (at the urging of M. Richman) to: A.

Add a degree conferral date of Sept 1 for students who completed all degree requirements by last day of summer semester/E2. B. Change degree conferral date to December 30 for students who completed all degree requirements by last day of Fall semester/B-term. The proposal was discussed by CAP and approved by the faculty.

4. A CAP representative (Humi, one year) was chosen to the task force on Graduate students teaching courses at WPI. This was a joint task force with CGSR and the task force was asked to meet over the summer to discuss possible policies and guidelines regarding when and if graduate students would have primary responsibility for teaching a course. The task force met once during the summer with no conclusions. Additional meetings are not scheduled at this time.
5. UOAC motion to change the "global competency learning outcome" was discussed with UOAC chair who presented it to the faculty. However no vote was taken on this motion by the faculty.
6. The function of the Academic Resource center to provide tutoring for students in upper classes was discussed. ARC promised to send the list of courses for which tutoring is available to the faculty each term.
7. Some WPI students repeat the same course more than once in order to improve their grades. CAP discussed and voted to approve a motion that changes how repeated courses are identified on student transcripts and included in the numerical 'GPA' equivalent calculations. The motion will be presented to the faculty in 2018-2019.
8. CAO and CAP discussed the introduction of "special topics courses" (Category III courses in addition to Category I and II). Category III courses will be offered at the discretion of the department/program. This motion requires also that Category II courses will be offered every two years.

This motion creates a special Cat III category to designate that the frequency of scheduling would be up to each department/program. CAO will monitor the offerings of the Cat III courses periodically. If a department/program wishes to convert a Cat III course to Cat I or Cat II, then a motion should be sent to CAO. A joint CAP, CAO motion to the faculty was presented and approved by the faculty.

Respectfully Submitted, Mayer Humi for CAP.