

Minutes of FAP Meeting #21 AY2019-20
April 6, 2020
3:00 PM – 4:00 PM
Meeting Held Electronically via ZOOM

Members in Attendance: Nancy Burnham (Chair), Joe Fehribach (FBC Chair), George Pins (RPC Representative), Mike Radzicki (Secretary), Jeff Solomon (Executive Vice President/CFO), Kris Sullivan (Associate Vice President for Academic Affairs)

1. **Call to Order.** Chair Burnham called the twenty-first FAP meeting of the year to order at 3:07 PM.
2. **Approval of Minutes.** The minutes of the March 23rd, and March 30th FAP meetings were read and minor corrections were offered. Professor Pins moved and Professor Fehribach seconded a motion to approve the minutes as amended. The motion passed unanimously.
3. **Procedures for Developing Administrative Policies.** Chair Burnham resumed a discussion from a prior FAP meeting regarding WPI's new policy on policies and the role, if any, faculty governance should play in this aspect of WPI's policy formation process. Executive Vice President Solomon noted that Board of Trustees asked the administration to devise a procedure for creating administrative policies to address such areas as risk mitigation. The administration's position is that the process of *administrative* policy formation should be kept separate from the process of *academic* policy formation, albeit with the acknowledgment that some elements of WPI's shared governance process should be preserved. As such, although input from the WPI community at large will always be solicited and seriously considered when administrative policy changes are contemplated, the formation of administrative policies is the responsibility of the administration.

The discussion then turned to examples of administrative policies that are currently under consideration. One involves a WPI travel registry that will enable the Institute to keep track of WPI employees who are traveling internationally. A second involves a policy for purchasing computer hardware.

Associate VP Sullivan offered Memoranda of Understanding between WPI and other institutions as an example of why administrative policies are needed. It is not good practice to have faculty members negotiating individual MOUs between WPI and other institutions.

4. **E Term.** Chair Burnham asked if E term courses will be taught online. Executive Vice President Solomon said that courses for E1 will be held online and that WPI is leaning toward online course for E2.

Professor Fehribach asked if the move to online summer courses will affect faculty compensation. Executive Vice President Solomon said that he'd have to defer to Dean of

Undergraduate Studies Heinricher and Provost Soboyejo on the subject of summer compensation, but that he and AVP Sullivan would look into it and report back to FAP.

5. **Announcements.** Chair Burnham noted that there are only three scheduled FAP meeting dates left in the academic year. On April 13th Vice President for Talent & Inclusion and Chief Diversity Officer Michelle Jones-Johnson is scheduled to visit with FAP to discuss the faculty salary benchmarking process. April 20th is Patriot's Day (a state holiday) and hence FAP may not wish to meet. And on April 27th WPI Trustee Andy Aberdale is scheduled to meet with FAP.

Executive Vice President Solomon indicated that he would like to circle back to the WPI Forward process before FAP adjourns for the year. Since May 4th will be the WPI Forward Steering Committee meeting at which the various sub-committees (projects) will report their recommendations and the trade-offs among them will be debated, it might make sense for FAP to meet after this date for an update. Moreover, by that time the administration will have more information on its "COVID-19 budget."

Optimally, Executive Vice President Solomon would like to brief FAP on the budget before the Trustees meet to vote on it. Professor Pins suggested that FAP meet on May 11th or even as late as May 18th.

6. **Adjournment.** The meeting was adjourned at 4:00 PM.

Respectfully submitted,

Michael J. Radzicki

Secretary