



**Administrative Policy Group (APG)  
Official Meeting Minutes  
Wednesday, September 16, 2020  
2:00 – 3:00pm  
Co-Chairs: Wole Soboyejo & Jeff Solomon**

**Attendees:**

Eric Beattie; David Bunis; Philip Clay; Joseph Fehribach; Dana Harmon; Michelle Jones-Johnson; Amy Morton; Patty Patria; Craig Shue; Wole Soboyejo; Jeff Solomon; Donna Stock; Erin Silva and Matt Thaler

**Minutes:**

1. Introduction of New APG Member

As Co-Chair of the APG, Mr. Solomon welcomed Professor Joseph Fehribach to the group. Prof. Fehribach will be attending the APG meetings as the designee of Nancy Burnham, the Chair of the Committee on Financial and Administrative Policy (FAP), a faculty governance committee.

2. Shorter Name for the *Process for Creating and Revising Institutional Administrative Policies*

David Bunis, APG Secretary, updated the APG that the *Process for Creating and Revising Institutional Administrative Policies* will be renamed as the "APG Process" to more accurately reflect what the APG, and the WPI community, has been calling it.

3. Follow-Up From September 9, 2020 APG Meeting

Mr. Solomon provided a brief recap of the September 9, 2020 APG meeting, specifically mentioning the following:

- The APG's discussion of the Interim Purchasing Policy and agreement to put this policy through the APG Process. Mr. Solomon notified the APG that the policy is now up for comment on the APG site for the thirty day comment period.
- The APG's discussion of the Interim Title IX and Sexual Misconduct Policies and the presentation of the timeline proposal for conversion of these policies from interim to permanent status.
- Provost Soboyejo had a meeting scheduled with the faculty governance leaders for today, September 16, 2020 to discuss the timeline proposal and appointment of two faculty governance representatives to the working group. It was noted, however, that



the faculty governance leaders had to cancel the meeting. Provost Soboyejo noted that the meeting is now scheduled for September 23.

#### **4. APG Meeting Minutes**

The APG next discussed the draft minutes from the September 9 meeting. Mr. Solomon circulated them prior to the meeting. Mr. Solomon noted that the APG will have the opportunity to approve the previous meeting's minutes and that, once approved, minutes will be posted on the APG site. Mr. Solomon also noted that the APG minutes will be the official minutes and requested that, to avoid confusion, no other minutes be circulated by the APG members. The APG discussed the appropriate level of detail to include in the minutes and agreed to edit the draft minutes from the September 9 meeting in a few areas prior to seeking approval.

Mr. Solomon requested that Craig Shue and Joe Fehribach have a discussion with faculty governance about the APG's desire to publish only one set of official minutes. Profs. Shue and Fehribach agreed to do so and report back to the APG about their discussion.

#### **5. Network Security Policy**

Patty Patria provided a brief recap of the history of the Network Security Policy, including that it was the subject of multiple discussions with Craig Shue, that it had already gone through the thirty-day comment period during last academic year and that it was not introduced to the APG for a vote to recommend to President Leshin until now because of the summer break.

Ms. Patria spoke about the policy and the comments that were received, noting that the majority of comments were accepted and incorporated into the draft being presented for a vote.

Prof. Shue engaged in a discussion with the APG about specific comments noted on the comment tracker and requested additional "friendly amendments" to the policy, including:

- Clarification on the scope of the policy
- Specifying that the IT would perform passive security monitoring only; and
- Stating that WPI does not routinely monitor the content of information transmitted through, or stored in, WPI Systems.

Ms. Patria agreed to work with Prof. Shue on those amendments.

Mr. Solomon called for a vote to recommend this policy to President Leshin for approval. Profs. Shue and Fehribach abstained; all other members voted to send this policy to President Leshin for approval.



## **6. Access to Electronic Information Policy**

Matt Thaler provided a recap of the background of this policy, including that most peer institutions have something similar and that this policy was the subject of many conversations with Craig Shue in the last academic year. Mr. Thaler also noted that, at Prof. Shue's great suggestion, this policy was modeled after Harvard's policy. As with the Network Security Policy, this policy went through the APG Process last academic year, including a public comment period, but was not presented for a vote to recommend it to President Leshin until now because of the summer break.

Ms. Patria spoke about the policy and the comments that were received, noting that the majority of comments were accepted and incorporated into the draft being presented for a vote.

Mr. Solomon called for a vote to recommend this policy to President Leshin for approval. Profs. Shue and Fehribach abstained; all other members voted to send this policy to President Leshin for approval.

The meeting adjourned at 3:05 p.m.

Minutes taken by David A. Bunis  
Secretary, Administrative Policy Group