



**Administrative Policy Group (APG)
Official Meeting Minutes
Wednesday, September 9, 2020
2:00 – 3:00pm
Co-Chairs: Wole Soboyejo & Jeff Solomon**

Attendees:

Eric Beattie; David Bunis; Philip Clay; Maureen Deiana; 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 Members

As Co-Chair of the APG, Mr. Solomon welcomed the newest members of the APG, Craig Shue (replacing Jim Cocola) and Donna Stock (replacing Bill McAvoy).

2. Refresher of the *Process for Creating and Revising Institutional Administrative Policies*

Matt Thaler introduced a few minor changes to the *Process for Creating and Revising Institutional Administrative Policies* ("APG Process") that were proposed by Nancy Burnham, as chair of the Committee on Financial and Administrative Policy (FAP).

Craig Shue, on behalf of the faculty, offered some potential additional alterations to the APG Process, including:

- Ensuring the appropriate faculty representatives serve on the APG
- Policy sponsors conducting pre-consultation of policy proposals before APG review
- Posting minutes of APG meetings

The APG members began initial discussions of these items with additional discussion to be conducted.

3. Brief recap of APG activity last year and a preview of activity this year

Matt Thaler provided a summary of policy proposals that were considered by the APG during the preceding academic year, as set forth in the table below:



<u>Policy Proposal</u>	<u>Status</u>
International Travel Registration Policy	Approved by President Leshin 5/18/20.
Policy on Participation of Minors in WPI Programs (Interim)	Effective as interim policy as of 4/14/20. Expires 10/14/20.
Purchasing Policy (Interim)	Effective as interim policy as of 4/15/20. Expires 10/15/20.
Title IX Policy (Interim)	Effective as interim policy as of 8/14/20. Expires 2/14/20.
Sexual Misconduct Policy (Interim)	Effective as interim policy as of 8/14/20. Expires 2/14/20.
Computer Hardware Purchasing Policy	Recommended to President Leshin on 5/11/20. Rejected by President Leshin on 5/13/20.

Mr. Thaler then gave a brief overview of policies that will be addressed this academic year, including, among other policies:

- Network Security Policy;
- Policy on Access to User Electronic Information;
- Computer Systems Purchasing Policy; and
- All of the interim policies noted above that must be considered by the APG for conversion to a permanent status through a full APG review.

4. Discussion of the Interim Purchasing Policy

Jeff Solomon notified the APG that the Interim Purchasing Policy is scheduled to expire on its face as of September 15, 2020 and that it will be 1) extended through October 15, 2020, i.e., the date that equates to the full six (6) months afforded to an interim policy under the APG Process; and 2) considered by the APG as part of its standard procedure at the next APG meeting.

5. Brief recap of the Interim Title IX Policy and Interim Sexual Misconduct Policy, status of each, and proposal for converting these interim policies into final policies

David Bunis provided a general overview of the Interim Title IX and Sexual Misconduct Policies that were passed on an interim basis at the August 12, 2020 meeting of the APG. Mr. Bunis reminded the APG of the context and necessity of these interim policies, i.e., to ensure these policies complied with the U.S. Department of Education's new Title IX regulations that became effective as of August 14, 2020.

Mr. Bunis then submitted a proposal to the APG to consider these policies for conversion to permanent status. In summary, the proposal called for:

- The APG's formation of a working group consisting of a cross-section of faculty, staff, and students that would meet with each other, and outside experts, to understand the



new Title IX regulations and propose revisions to the Interim Title IX and Sexual Misconduct policies;

- Present proposed revisions to the APG at-large;
- Post revised versions of the Title IX and Sexual Misconduct Policies for WPI community comment and, thereafter, incorporate additional revisions as appropriate; and
- Submit the revised Title IX and Sexual Misconduct Policies to President Leshin for approval as permanent policies.

Mr. Bunis further explained that this proposal would be completed by no later than February 14, 2021, which coincides with the end of the 6-month interim period called for by the APG Process.

Provost Soboyejo then explained that he has an upcoming meeting with faculty governance leaders and Craig Shue concerning the interim Title IX and Sexual Misconduct Policies, specifically about 1) identifying faculty representatives for the APG working group, and 2) discussion about the proposed timeline for converting the interim policies into permanent policies.

The meeting was adjourned at 3:00 p.m.

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