

**COMMITTEE ON ACADEMIC POLICY,
Minutes of Meeting #3 on September 15, 2017**

Present: M. Humi (Chair), A. Heinricher, D. Olinger, N. Rahbar, G. Salazar, M. Brooks, M. Liberacki Guests: S. Miles, K. Sullivan

The meeting was called to order at 11:00 am by Chair Humi.

Campus Space Issues: In response to some earlier discussions of CAP about space issues on campus, K. Sullivan was invited to the meeting. He first summarized recent work by the Academic Space Committee including a recently completed campus-wide space survey. He also laid out current challenges on campus that include needed office and lab space for new faculty. Steps to address this issue, and overall space concerns on campus, include a new suite of offices at the First Baptist Church of Worcester on Park Avenue, and moving of some administrative offices (with less day-to-day student interaction) to off-campus locations. General discussions with CAP members on this summary followed.

K. Sullivan also addressed discussions during summer 2017 that considered shared cubicles as office space for IGSD faculty in the Project Center. This proposal was not pursued after obtaining feedback from IGSD faculty. He also stressed that the Academic Space Committee seeks to be an advocate for faculty needs, and that there has been significant interaction with faculty as campus space needs are being addressed.

CAP Minutes: The minutes of CAP meeting #1 on September 1, 2017 were reviewed. Secretary D. Olinger will revise the minutes and circulate through e-mail for committee approval. The minutes of CAP meeting #2 on September 8, 2017 were approved with minor revisions.

Online student evaluations: A. Heinricher shared a memo from Provost Bursten which seeks to create a Task Force for Improvement of Student Course Reports. One purpose of the task force is to address challenges with the transition to entirely on-line student course report system beginning in December 2017. The memo states that CAP will appoint two faculty members to serve on the task force. CAP reviewed the memo and approved it with minor revisions.

CAP rep to UOAC: CAP appointed Oleg Pavlov, SSPS, to serve as the CAP representative on UOAC for this academic year.

CAP rep to EDC: CAP needs to appoint a faculty member to serve on the Educational Development Council for this academic year. Chair Humi will seek volunteers from the faculty.

CASL: N. Rahbar briefly reported on two issues that were recently sent to CASL from CAP. CAP is working with CASL to ensure that there is sufficient interaction between the Academic Resources Center Tutoring Program and faculty. CASL has had discussions on this issue with Paul Reilly.

CASL is also looking into the issue of availability of the proper form that was approved by the faculty when CAP established registration procedures for double major MQPs. Discussions between CASL, registrar Sarah Miles and the Dean of Undergraduate Studies are ongoing.

CAO request: S. Miles summarized CAO discussions on creating a new Special Topic (ST) course designation in addition to the Category I and II designations. CAP supports CAO bringing a motion on this issue to the faculty.

The meeting was adjourned at 11:55 am by Chair Humi.

Respectfully submitted,

David Olinger, CAP Secretary