

**DRAFT - COMMITTEE ON ACADEMIC POLICY,  
Minutes of Meeting #5 on September 29, 2017**

Present: M. Humi (Chair), B. Eddy, M. Elmes, D. Olinger, G. Salazar, M. Brooks, M. M. Liberacki  
Guests: S. Miles, M. Harrity, J. Bedard

The meeting was called to order at 11:03 am by Chair Humi.

**Class Capture in Classrooms:** CAP has had previous discussions on the use of class capture (CC) in WPI classrooms, including whether class capture should be installed in all large classrooms. M. Harrity summarized current use of CC classrooms. The Echo360 CC system is currently installed in 28 classrooms. A fairly small number of undergraduate classes per term, about 20-30, use class capture, and the present number of CC classrooms have allowed all faculty who use class capture to be accommodated.

The question of how an increasing number of online courses at WPI will affect CC classroom needs was discussed. M. Harrity stated that class capture is not considered a best practice for online classes. Shorter learning modules as opposed to longer class captured lectures are recommended. Other classroom trends such as increased use of active learning techniques may also reduce need for class capture during traditional lectures.

Chair Humi stressed the importance of class capture for students with disabilities. Class capture also allows students to view lectures more than once, for example, which can benefit all students.

J. Bedard summarized recent work of the Classroom Advisory Committee. The committee has recently distributed a survey to faculty to solicit input on physical improvements to WPI classrooms. M. Elmes asked how CAP and faculty members can give further input to the committee. B. Eddy suggested introducing a consistent end-of-term survey of faculty instructors to identify classroom issues.

**CAP motion on online student evaluations:** A draft motion to move to a fully online process by which students give feedback in WPI courses was discussed. M. Humi and D. Olinger summarized the motion.

The issue of including CGSR as co-sponsor of the motion was discussed. While CAP was given sole oversight on this issue in a December 2012 faculty vote, CAP feels that Chair Humi should discuss the motion with the CGSR chair.

B. Eddy expressed concern that gender bias in online student evaluations was not addressed in the motion. She asked whether a breakdown of data from the pilot online program by gender of the instructor has been conducted, and if such data could be made available to the faculty in the motion. As far as CAP knows, no such analysis has been conducted. Data showing that about 22% of student surveys were filled out online in the 2016-2017 pilot program was added to the draft motion to address student concerns. CAP members questioned the implementation date of B term 2017 in the draft motion, and decided to remove this date from the motion feeling that this issue could be addressed at the faculty meeting.

To address the needed changes to the motion, it was decided that D. Olinger would revise and distribute the motion to CAP members for an e-mail vote.

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

Respectfully submitted,  
David Olinger, CAP Secretary