Committee on Academic Policy
Meeting Minutes
12th CAP Meeting of 2018-2019
Monday, January 28, 2019

Chair: David Olinger (ME)
In Attendance: Jeanine Dudle (CEE), George Heineman (CS), Mayer Humi (MA), Christine
Love (Registrar), David Olinger (ME), Jill Rulfs (BBT), Guillermo Salazar (CEE)
Student Representatives: Chris Tocci (BIO/PW), Ryan Candy (MA)

1. The minutes from the December 10, 2018 CAP meeting were approved.
2. The minutes from the January 14, 2019 CAP meeting were approved.
3. The Flexible Attendance Policy from the Office of Disability Services (ODS) was
discussed.
   a. The purpose of the policy was discussed. It was noted that federal guidelines are
      in place and thus a policy is needed. ODS provided a first draft in October (and
      put the draft on the WPI website to meet federal requirements), CAP provided
      feedback, and ODS provided a second draft in January. WPI attorneys also need
      to review the draft.
   b. A discussion was held on the definition of “reasonable accommodation.” It was
      confirmed that a faculty member can decline to make a flexible attendance
      accommodation if it is not reasonable for a particular course.
   c. A discussion was held on how many classes a student can miss and still complete
      a course. It was concluded that no specific number of classes or percentage of a
      class should be listed in the policy, as it needs to be determined on a case-by-case
      basis and may be different for lectures, conferences, and laboratories.
   d. It was noted that the policy, once finalized, should be presented to the faculty to
      inform faculty of the federal law and WPI policy.
   e. It was decided that the ODS should not compile a list of courses than cannot
      make accommodations based on attendance, as such a list would require frequent
      updating.
4. Admissions Policy Oversight
   a. A brief discussion on admissions policies was held. K. Tichenor will be invited to
      a future meeting for a full discussion.
   b. It is desired to ask K. Tichenor about the following issues: the effect of early
      action on class size; the policies in place to control class size; the timetable for
      growing WPI to a target undergraduate population of 5,000; the impact of
      financial aid on admissions; and the accounting of transfer students in class size.

The next CAP meeting will take place on Monday February 11, 2019.

Meeting adjourned at 2:52 PM
Submitted by Jeanine Dudle (Secretary C term)