

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)