

Committee on Academic Policy
Meeting Minutes
1st CAP Meeting of 2018-2019
Friday August 31, 2018 11AM in SL226

Chair: David Olinger (ME)

In Attendance: George Heineman (CS), Mayer Humi (MA), Sarah Miles (Registrar),
Jeanine Plummer (CEE), Jill Rulfs (BBT), Guillermo Salazar (CEE)

1. Elected David Olinger as Chair. Secretaries will be: Heineman (A), Salazar (B), Plummer (C), Rulfs (D)
2. Olinger will determine if CAP appointments are needed this year for EDC (Educational Development Council) and CITP (Committee on Information Technology Policy).
3. CAP Annual report (2017-2018) is forthcoming.
4. Discussed potential agenda items for year, including:
 - * Evaluating Teaching at WPI; consider standardizing processes and policies for Tenured/Tenure-Track Faculty, Non-Tenure-Track Faculty, Adjuncts. Ideas include (a) use of student course reports; (b) classroom observations; (c) teaching portfolios
 - * Size of WPI undergraduate class and impact on class/section size, advising needs, additional burden on WPI resources
 - * Making transfer credit decisions transparent and helping record such decisions to make easier in future
 - * Create a steering committee (CAP / CGSR) for on-line student course reports
 - * Impact of rolling out "Workday Student" by Fall 2020, which means Spring 2020 launch is expected. How to ensure roll follows "good policies" we already have in place
 - * Policies on excused absences for students with documented disabilities
 - * Documentation of existing academic policies

Meeting adjourned at 12:50 PM
Submitted by George Heineman (Secretary A term)

