

Committee on Academic Policy  
Meeting Minutes  
2nd CAP Meeting of 2018-2019  
Friday September 7, 2018 11AM in SL226

Chair: David Olinger (ME)

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

Student Representative: Chris Tocci (BIO/PW)

1. Approved minutes for Cap Meeting #1 Aug-31-2018
2. At the April 12 2018 WPI Faculty meeting, WPI Faculty approved to modify the current student course report form with online distribution. Both CAP and CGSR are charged to evaluate the success of this three-year pilot during AY 2020-21 and recommend changes in time for A-term 2021

CAP & CGSR are to form a steering committee to shepherd communication as the course evaluations begin this year. CAP members are Rulfs, Heineman and there will be two more from CGSR; we expect two student representatives, one from SGA (Chris Tocci, the student CAP representative, has volunteered) and one from GSG.

- 2.1 Participation Issues: seek ways to encourage a significant student response rate. Provide feedback to instructors on the percentage of student who have completed evaluation. Note in Canvas there will be a Class Climate area which will show the courses for which the student has yet to complete the survey.
  - 2.2 Valid Survey Issue: Two threats remain for validity: (a) if response rate for a specific course is too low, should it even be reported?  
(b) if class is really small, should survey results be made public?
  - 2.3 Adding Questions to Form: Need to instruct faculty on how to do this
  - 2.4 How are results returned: The results will not be available in Banner. The results may only be released at the end of the year to students and other faculty.
3. CAP needs an appointment to UOAC. Oleg Pavlov (SSPS) will be glad to serve again for another year. CAP appointee to EDC is Aarti Madan (HU&A)

until 2019 CAP appointee to CITP is Fabienne Miller (BUS) until 2019.

4. Added topic to year's agenda: Process for double majors  
completing 4/3 unit MQP

Meeting adjourned at 12:50 PM

Submitted by George Heineman (Secretary A term)