

**Minutes of the Committee on Academic Operations (CAO)
Meeting #6 of AY 2021-22**

Date and Time: Friday October 29, 2021, 1:00PM – 2:00 PM

Location: Virtual meeting via video conference

Attendees: D. Cote (ME), M. Ephraim (HUA), E. Eroglu (undergrad rep), A. Gericke (CBC, Associate Dean of Undergraduate Studies), S. Miles (Registrar), P. Musacchio (CBC, Secretary), P. Reilly (Assistant Dean of Student Success), G. Rios (undergrad rep), L. Titova (PH, Chair),

The meeting was called to order by Prof. Titova at 1:03 PM.

Old Business:

1. A CAO website is being developed. Old email address where motions can be sent is being re-routed so CAO can access those emails now. D. Cote, S. Miles, and K. McAdams will work on templates for different CAO motions to standardize the process.
2. Update on posthumous degrees: L. Titova had submitted motions for Nov. 4th faculty meeting to award the degrees to Lorenzo DeSimone and Jeffrey Wu. We were asked to wait so the motion can include the recent student Liam “Jyn” Godin as well so we don’t leave anyone out for(tentative for Dec meeting). S. Miles and J. DeWinter continue to working on CAP side of the policy. CAO does not want to delay the process out of respect for the families.
3. A. Gericke makes motion to extend awarding of the degree to Liam “Jyn” Godin (Computer Science).
4. CAO-Minutes-Meeting5-Oct12-2021 were approved.

New Business:

1. a) A request for CAO input regarding academic operations in emergency situations was made from “Operational Core Group.” Specifically, how should the Operational Core Group communicate with faculty and students about university operations during weather-related issues such as winter storms? L. Titova recommends each faculty member puts into their syllabus how they plan on handling classwork/operations on storm days to alleviate ambiguity and stress on students. An undergraduate perspective was provided by E. Eroglu and G. Rios who both recommend asynchronous or recorded synchronous sessions on these days, but to remove the required aspects of a synchronous class (homework due dates, participation, attendance, etc). They suggest there should always be an option for asynchronous catch up as storm days as students may have other familial responsibilities or added stressors. It was noted that on such days, faculty

members will be majorly affected as well. If the faculty chooses to run the class over Zoom, that a recording should be accessible and that class assignments due on that day need a wider window. M. Ephraim encourages establishing a communication loop between faculty and students. L. Titova encourages giving faculty flexibility in when they announce the classwork changes.

b) Reminder that due to the change in B-term dates, L. Leshin encouraged faculty to be flexible with students accommodation requests.

c) P. Reilly reminds that snow days are hard on faculty too. Mental health of faculty should be taken into consideration. Do we have a forum for faculty to voice their concerns? S. Miles communicates that university staff are expected to be in on storm days unless the university announces official closure.

2. Motion to award post-humous B.S. degree for Liam “Jyn” Godin in Computer Science was approved.
3. G. Rios brings to attention that when B-term dates were changed, students were not asked for input. How can we make sure students are consulted? S. Miles informs CAO that the official calendar committee has student representatives. Once a calendar is made, it is sent to faculty committees, then the president gives final approval. This is a rare case where the university had to move quickly, but S. Miles will relay the message.
4. Motion to convert experimental course *PH 115X Introductory Physics of Living Systems* to a permanent Catalogue 1 course offering was discussed. L. Titova will clarify when the department was hoping to be put the class on the calendar.
5. Discussed removing old CAO members off of CAO’s Canvas page. Student representatives were added.

Meeting concluded at 2:00PM

Respectfully submitted,
Patricia Z. Musacchio (Secretary CAO)