

## **CAO Meeting Minutes #12 2016-2017 (not sure if emailed: DRAFT)**

Committee on Academic Operations

Meeting Minutes

12th CAO Meeting of 2016-2017

Tuesday December 6, 2016 3PM in SL225

Chair: Germano Iannacchione (PH)

In Attendance: George Heineman (CS), Kristin McAdams (Administrator of Academic Programs), Sarah Miles (Registrar), Kris Wobbe (Associate Dean of Undergraduate Studies), Amy Zeng (FSB)

Student Representatives: Colette Pellegrini de Paur

1. Approved minutes for meetings #10, #11
2. Continued discussions on new Sharedrive portal, which will receive motions from the community and allow feedback to be returned more effectively
3. Discussed changes to the CAO template for motions that introduce new courses. These motions will need to include Room/Space/Time considerations.
4. Discussed motion for four experimental courses from HUA (AR 161x, AR 162x, AR 261x, AR 262x) which would be situated at off-campus location, Worcester Craft Center on Sagamore Road, 1/2 mile off campus. Send feedback to originators.

Meeting adjourned at 3:45 PM

Submitted by George Heineman (Secretary B term)

