

## **Committee on Academic Operations Meeting Minutes**

17th CAO meeting of 2016-2017

Wednesday, Feb. 8<sup>th</sup>, 2017 in SL225

**Chair:** Germano Iannacchione (PH)

**Secretary:** VJ Manzo (HUA)

**In Attendance:** Kristin McAdams (Administrator of Academic Programs), Germano Iannacchione (PH), VJ Manzo (HUA), Sarah Miles (Registrar), Paul Reilly (Academic Advising), Stephan Sturm (MA), Kris Wobbe (Provost's Rep), Amy Zeng (FSB)

### **Student Representatives:**

Laura Boccio

Madeline Chudy

Called to order at 3:03pm

### **Old Business:**

Approved minutes from meeting #16

1. Motion from CHE to add new course CHE 4410 (Originator: Clark, liaison: Strum)
  - CAO requests that the originator list the impacts this course will have on distribution requirements
  - CAO requests minor editorial changes to be made to the motion (consult with liaison)
  - Conditionally approved
2. Motion from IMGD to add new course IMGD 2400 (Originator: de Winter, liaison: Zeng).
  - CAO requests that the originator add language to this motion precluding this course from being double-counted for credit with the experimental version (see CAO templates for specific language recommendation)
  - CAO requests the addition of some narrative explaining the results of the course evaluations and, in particular, possible reasons that enrollment declined, some clarification about the hours spent outside of class on course work, and some detail on course scores as per them being "above average" as indicated in the motion.
  - CAO requests that the other instructors mentioned in this proposal be explicitly listed.
  - CAO requests minor editorial changes to be made to the motion (consult with liaison)
  - Returned to originator

### **New Business:**

Meeting adjourned at 4:03pm

Respectfully submitted,  
V.J. Manzo, CAO