

Committee on Academic Operations Meeting Minutes

18th CAO meeting of 2016-2017

Wednesday, Feb. 15th, 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), Amy Zeng (FSB)

Student Representatives:

Laura Boccio

Madeline Chudy

Called to order at 3:03pm

Old Business:

Approved minutes from meeting #17

New Business

1. Discussion with Registrar about Incomplete grades and academic suspension
 - Discussed with no action

2. Motion from AE to revise the AE distribution requirements and a second motion to add a zero-unit Colloquium in Aerospace Engineering
 - CAO requests that the two motions filed jointly be separated into two single motions
 - CAO recommends that the background and rationale portions of the Colloquium motion be reworded as to refer to students with current or complete project experience (ISP, IQP, MQP) as opposed to senior level students
 - The Registrar notes that year-level or credit-level requirements are difficult to monitor and implement
 - CAO notes that this rewording will likely make the course objectives and aims clearer to potential students
 - CAO requests minor editorial note at point 9 in Distribution Requirements to reflect “minimum” of two terms of the zero-unit colloquium

3. CAO Template Revisions
 - Discussed with no action

Meeting adjourned at 3:45pm

Respectfully submitted,

V.J. Manzo, CAO