

## **CAO Meeting AY24/25 meeting 13 (12/13/2024)**

**Present:** Jianyu Liang (Chair, MME), Paul Reilly (Assistant Dean Student Success), Qi Wen (PHYS), Sarah Miles (Registrar), Nickolas Blank (Director, Academic Programs), Farley Chery (IMGD), Gizem Arslan (HUA), Steven Van Dessel (CEAE), Arne Gericke, (Interim Dean of Undergraduate Studies)

**Absent:** Peter Capi (SGA), Qingshuo Song (MA), Ming Tang (SGA)

**Scheduled:** Friday, December 13, 2024, 9:00 am.

**Location:** Zoom

**Meeting Started:** 9:00 am

### **New Business:**

1. Approved minutes for CAO meeting #12 (12/06/2024).
2. Discussed what the appropriate response should be if a parent contacts a faculty member asking for student grades and progress. Faculty should tell parents that, per the federal FERPA law, they cannot discuss grades or progress with anyone except the student. Parents generally don't like this answer, so please refer parents to Registrar Miles if they have questions or concerns. If faculty have any questions about FERPA, they should contact Registrar Miles. Registrar Miles noted that students have the option to give permission to parents or other third-parties to log in and view final grades and schedules on Workday. Students may also include a parent in a conversation about progress or grades if they choose.
3. Discussed a request to change the catalog description for BCB4004/MA4603. Remove the sentence: "This course will be offered in 2021-22, and in alternating years thereafter". CAO recommends to remove the specific years, but keep the language about whether the course will be offered each year or only in even or odd years. Nickolas Blank's office was charged to conduct research to implement the recommendation made by CAO.
4. Discussed the overlaps in the charge of CAO and the charge of CAP. The committee will discuss this again in the C term before the Chair Prof. Liang schedule a joint meeting with CAP.
5. Discussed a faculty request to change a grade. Approved the request. CAO reiterates that grade changes, if no CDR changes involved, do not need CAO approval.

### **Old Business:**

Subcommittee for student petition review reported that they reviewed two petitions: approved one and denied the other.

**Meeting Adjourned:** 9:50 am

**Electronic Business:**