

1st CAO Meeting of AY 2018-2019

Wednesday, August 29, 2018. SL 226

In attendance: Anita Mattson (Chair), Maddie Chuddy (Student Rep.), Paul Mathisen (CEE), Sarah Miles (Registrar), Paul Reilly (Academic Advising), Khalid Saeed (SSPS), Diane Strong (FBS), Andrew Trapp (FBS), Kristin Wobbe (Provost Rep.), Susan Zhou (Chem Eng).

Chair A. Mattson called the meeting to order at 11 am.

Old Business

1. S Miles summarized the disposal of the student petitions over the summer.

Petitions	Number	Approved	Denied	Other
Walk in Commencement	6	6	0	
Waive Suspension	1	0	0	Requested additional information; reached out twice, no response
Return from Suspension	7	6	1	

New Business

1. Introductions
2. K Saeed will serve as secretary for A-18.
3. A query from K Saeed about the process for creating a new undergraduate certificate was discussed. CAP should first be contacted about creating undergraduate certificates because certificates do not exist for undergraduates. Once certificates are in existence, a motion then should be brought to CAO for consideration of the content of a specific certificate.
4. CS major motion to include RBE3100 in the distribution requirement: Approved.
5. BB motion to drop BB4550 and BB4065: Approved. Programs listing the dropped courses as electives to be notified.

Meeting adjourned at 11:25 am

Respectfully submitted,
Khalid Saeed (SSPS)
CAO, Secretary