

3rd CAO Meeting of AY 2018-2019
Wednesday, Sept 19, 2018. SL 226

In attendance: Anita Mattson (Chair), Maddie Chudy (Student Rep.), Kristy Giacoman (Student Rep.), Kristin McAdams (Academic Programs), Sarah Miles (Registrar), Paul Reilly (Academic Advising), Khalid Saeed (SSPS), Diane Strong (FBS), Andrew Trapp (FBS), Kristin Wobbe (Provost Rep.).

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

Old Business

1. Minutes of 2nd meeting approved.
2. Motion to add CS480X: experimental course approved for this year. The department advised to send the experimental or permanent version next year with a revised title and description and resolution of identical content issues.
3. Discussion on Commencement Walking Policy. (Liaison: S. Miles)
S. Miles presented additional data. Discussion to continue.

New Business

4. Drop BB3040: Approved
5. Add BB 4250 Synthetic Biology: Questions remain about course number and relationship to capstone. Liaison A Trapp to contact the originator for clarification.
6. Discussion: A committee recommendation was made that the CAO template be updated to include guidelines of in-class meeting hours per unit. CAO to continue discussion on this subject.

Meeting adjourned at 11:59 am

Respectfully submitted,
Khalid Saeed (SSPS)
CAO Secretary