

4th CAO Meeting of AY 2018-2019

Wednesday, Sept 26, 2018. SL 226

In attendance: Anita Mattson (Chair), Maddie Chudy (Student Rep.), Kristy Giacomani (Student Rep.), Paul Mathisen (CEE), Kristin McAdams (Catalog/Calendar), Sarah Miles (Registrar), Paul Reilly (Academic Advising), Khalid Saeed (SSPS), Diane Strong (FBS), Andrew Trapp (FBS), Kristin Wobbe (Provost's Rep.), Susan Zhou (Chem Eng).

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

Old Business

1. Minutes of the 3rd meeting were approved.
2. Add BB 4250: Synthetic biology: approved subject to revision of course number.

New Business

3. Add CH416X: approved subject to revision of course number and description. Liaison: A Mattson
4. Change in CEE distribution requirement to ensure breadth across areas of CEE as required by ABET: Approved subject to change in implementation date to 2019/2020 academic year. Liaison: P Mathisen
5. Discussion: Guidelines on classroom contact hours. CAO new course template to be updated for the future courses to include contact hrs. Registrar to raise the issue of standardization with CAP. Liaison: S Miles
6. Discussion: Class schedules conflict with career fair.

Meeting adjourned at 11: 56 am

Respectfully submitted,
Khalid Saeed (SSPS)
CAO, Secretary