

**Minutes of the Committee on Academic Operations (CAO)
Meeting #15 of AY 2020-21**

Date and Time: Tuesday, March 09, 2021, 4:00 PM – 5:00 PM

Location: Virtual meeting via videoconference

Attendees: R. Cowlagi (AE), L. Elgert (SSPS), A. Heinricher (Dean of Undergraduate Studies), A. Fan (Student Representative), P. Mathisen (CEE, Chair), K. McAdams (Academic Programs), S. Miles (Registrar), J. Srinivasan (BBT), P. Reilly (Academic Advising), and L. Titova (PH).

The meeting was called to order by Prof. Mathisen at 4:01 PM.

Old Business

1. The Minutes of the 14th CAO Meeting of AY 2020-21 were approved with minor revisions.
2. The following two motions related to BME distribution requirements were approved conditional to minor revisions.
 - a. A motion to modify the BME distribution requirements.
 - b. A motion to modify the list of courses that qualify for Engineering Distribution requirements for BME major students.

While discussing the second motion, some general editorial revisions were noted for the section “Courses Qualifying for Engineering Distribution Areas” in the undergraduate catalog.

3. A motion to modify the description and enrollment cap for *MU 2723 Music Composition* was approved
4. A motion to modify the catalog description of *Music Ensembles* was approved.

New Business

1. A motion to change the course prefix of *EN 320X* to *TH 320X Scenic Design and Fabrication* was approved conditional to minor revisions.
2. A motion to add the experimental course *WR 232X: Social Media Communication* was approved conditional to minor revisions.
3. A motion to add the experimental course *WR 253X: Ethics in Design and Communication* was approved conditional to minor revisions.
4. A motion to make the experimental course *WR 250X* a permanent course *WR2500 Writing in the Life Sciences* was approved conditional to minor revisions.
5. A motion to make the experimental course *WR 421X* a permanent course *WR4210 Medical Writing* was approved conditional to minor revisions.

The meeting adjourned at 4:59 PM.

Respectfully submitted,
Raghvendra V. Cowlagi (Secretary)