

**Minutes of the Committee on Academic Operations (CAO)
Meeting #1 of AY 2020-21**

Date and Time: Friday September 4, 2020, 1:00 PM – 2:00 PM

Location: Virtual meeting via videoconference

Attendees: R. Cowlagi (AE), A. Heinricher (MA, Dean of Undergraduate Studies), P. Mathisen (CEE, Chair), A. Mattson (CBC), K. McAdams (Academic Programs), S. Miles (Registrar), P. Reilly (Academic Advising), D. Strong (FBS), L. Titova (PH), and A. Trapp (FBS).

The meeting was called to order by Prof. Mathisen at 1:03 PM. The agenda was approved. Prof. Cowlagi was appointed Secretary for A-2020.

Old Business

1. The Minutes of the 25th CAO Meeting of AY 2019-20 were reviewed and approved.
2. Prof. Mathisen provided an update of Committee business conducted during summer:
 - a. A motion to add six experimental courses in Physical Education, Recreation, and Athletics (PERA) was approved.
 - b. Six student petitions to return from suspension were reviewed and approved.
 - c. Four student petitions to waive suspension were reviewed and approved.
 - d. Two student petitions to waive probation were reviewed and denied.
3. Prof. Mathisen noted that the following three motions previously approved by CAO in AY 2019-20 appeared in the consent agenda of the 1st Faculty Meeting of AY 2020-21 on Aug. 27.
 - a. Motion to remove ME 4718.
 - b. Motion to add CN 3561.
 - c. Motion to cross-list MA 4635 with Data Science.

Because of the timing of approval, the AY 2020-21 Undergraduate Catalog or its web addendum would not reflect the changes approved through these motions. However, the impact on student degree audits is expected to be minimal and will be handled on a case-by-case basis.

New Business

1. Prof. Mathisen noted that the CAO Annual Report for AY 2019-20 is under preparation.
2. Prof. Heinricher noted that the deadline for A-term grades is Friday, October 23, 2020. This is a two-day extension past the standard deadline and is past the start of B-term on Wednesday, October 21, 2020.
3. Prof. Heinricher introduced a proposal to synchronize the annual updates to the Undergraduate and Graduate Catalogs. This shift will be enabled by a new catalog software support system. It will move the deadline for revisions to the AY 2021-22 Undergraduate Catalog from December 2020 to May 2021. A discussion ensued, and the Committee was in favour of this possible change.

The meeting adjourned at 1:42 PM.

Respectfully submitted,
Raghvendra V. Cowlagi (Secretary, A-term)