

**Minutes of the Committee on Academic Operations (CAO)
Meeting #2 of AY 2020-21**

Date and Time: Friday October 16, 2020, 1:00 PM – 2:00 PM

Location: Virtual meeting via videoconference

Attendees: R. Cowlagi (AE, Secretary), 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 1:04 PM. The agenda was approved.

1. The Minutes of the 1st CAO Meeting of AY 2020-21 were reviewed and approved with minor revisions.
2. A motion to add a new course OIE 4430 and to drop OIE 4420 was approved conditional to minor revisions.
3. A motion to add a new course CEE 4020 was discussed and tabled pending additional information.
4. The AY 2019-20 annual report was reviewed and approved.
5. A discussion took place on the TechFlex course delivery, especially in the context of future courses. Among the points discussed was the issue of whether future CAO motions for new courses or course revisions should specify mode of delivery. No resolution was sought or reached. It was noted that these issues fall under the purview of academic policy rather than operations.

The meeting adjourned at 1:54 PM.

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