

**Minutes of the Committee on Academic Operations (CAO)
Meeting #7 of AY 2021-22**

Date and Time: Friday November 12, 2021, 1:00PM – 2:00 PM

Location: Virtual meeting via video conference

Attendees: D. Cote (ME), M. Ephraim (HUA), E. Eroglu (undergrad rep), A. Gericke (CBC, Associate Dean of Undergraduate Studies), P. Reilly (Assistant Dean of Student Success), J. Srinivasan (BBT), L. Elgert (IGS), K. McAdams (Director, Academic Programs), L. Titova (PH, Chair),

The meeting was called to order by Prof. Titova at 1:02 PM.

Old Business:

1. A CAO website and templates: one template is ready for review by K. McAdams, others are being developed. New templates will include information that is required for entering new courses in Workday.
2. Update on posthumous degrees: Emily Perlow's office is working on materials that will accompany motions to grant degrees for the faculty meeting. Fourth motion forthcoming.
3. Meeting minutes approved earlier by e-vote.
4. Motion to offer PH115X one more time as an experimental course approved earlier by e-vote as a follow-up to the motion to make the course permanent in the next year.

New Business:

1. Motion to not offer BB 3525 for one year passed. The course will remain listed in the catalog with a note that it is not offered in AY22/23.
2. Motion to remove IMGD 2001 from catalog passed.
3. Motion to introduce an experimental course CH100X: Exploring Chemistry Majors conditionally passed, pending clarification from the CBC department about its impact on distribution requirements. Department needs to specify whether the course satisfied science or free electives requirement. Student representative commented that such course is a welcome addition as it will facilitate interactions and community building within cohorts of majors. CAO would like to ask CBC to collect the data on how this course impacts retention of majors, as it may be a useful model for other departments. Prof. Srinivasan will communicate with motion originator.
4. Motion to add MA103X as an experimental course in E term discussed and tabled pending MA Department providing an assessment plan for this course. Prof. Srinivasan will relay information to the motion originator.

5. Motion to add INTL 2320: Environmental Justice in the Global Caribbean and Latin America conditionally approved pending clarification of start date (vs. implementation date) for a Cat II course.
6. Motions to change course numbers (HU 1412 to INTL 1200 and HU 2340 to INTL 2210) passed.
7. Motions to change course titles, descriptions and offering schedule for three ECE courses (ECE 3500, ECE 3501, ECE 4503) passed. Prof. Cote will advise originators about the need to clearly communicate offering schedule change to the students and will ask ECE department to update the distribution requirements flowchart to reflect the changes.
8. Motion to add HI 2343 passed.
9. Motion to change description of HI 1313 passed conditionally, pending further revision of description language to reflect the terminology used in Global School (i.e., “overseas projects” to be replaced by “international projects” or “non-US projects”)
10. Motion to add HU 3500 discussed and tabled pending confirmation that HU 3500 is a number that would be acceptable to the department (as it was specified as 3XXX in the motion), clarification on when this Cat II course will be first offered, and a possible title change to avoid confusion as “Topic in...” is often used in names of courses with rotating content which can be taken for credit multiple times. Prof. Ephraim will communicate with motion originators.
11. Committee briefly discussed the measures to alleviate student stress that are being considered by Mental Health and Wellbeing Committee, such as Pass/NR option and changes in how academic standing is determined. CAO agreed to work collaboratively with CAP and/or CASL on these proposals in the coming week. Prof. Titova will communicate with CAP Chair Prof. Pavlov, and P. Reilly (Advising) will communicate with CASL.

Meeting concluded at 2:00PM

Respectfully submitted,
Lyubov Titova (CAO Chair and Interim Secretary)