

Committee on Academic Operations Meeting Minutes

20th CAO meeting of 2015-2016

Tuesday, Feb. 3, 2016 in Salisbury Labs 124

Chair: Stephan Sturm (MA)

Secretary: VJ Manzo (HUA)

In Attendance:

Mark Claypool (CS), VJ Manzo (HUA), Kristin McAdams (Administrator of Academic Programs), Paul Reilly (Academic Advising), Stephan Sturm (MA), Justin Wang (BUS), Kris Wobbe (Associate Dean of Undergraduate Studies)

Called to order at 4:03pm

Minutes approved

Old Business:

1. Motion to Establish a WPI Minor in Global Public Health (GPH) (Wobbe)

- CAO recommends that GPH 4000 be listed as a capstone (catalog description item 3).
- CAO would like clarification about the Global Public Health Experiences (catalog description item 4). Specifically, how and when approval of the experience will occur.
- CAO requests that the description be rewritten to reflect minimum course level requirements of minor electives.
- CAO requests that the list of affiliated faculty "to be verified" should be addressed and reconciled before presented to the faculty.
- CAO requests that the courses designated with GPH be changed
- CAO requests that the originators please specify a single source of contact for the catalog
- Conditionally approved

2. Motion to Add a New Course, GPH 2000 (Wobbe)

- CAO recommends that originator consider endorsement from Biology or another major as a non-major course
- CAO requests that this course, proposed to receive the GPH designation, receive the ID, or other appropriate existing designation, and the appropriate new course number for that designation
- CAO requests that the resource needs should more clearly reflect the current teaching loads of the intended instructor and the impact that teaching this new course will have on the proposed instructor's current teaching load
- CAO recommends that the rationale be expanded to reflect some of the salient benefits and strengths of this course
- Conditionally approved

3 Motion to Add a New Course, GPH 4000 (Wobbe)

- CAO requests that the description state that this course is the capstone for the GPH minor.
- CAO recommends that the originators reword the catalog description subordinating the first two sentences that describe the intending audience to a later part of the description.
- CAO requests that the language in the catalog description be consistent with item 4 of the GPH minor proposal.
- CAO requests that the originators please change the implementation date to 17/18.
- CAO requests that this course, proposed to receive the GPH designation, receive the STS, or other appropriate existing designation, and the appropriate new course number for that designation.
- Conditionally approved

New Business:

1. Motion to Add a New Experimental Course, CS 210X (Claypool)

- CAO requests clarification on credit received for this course
- CAO requests clarification on the additional classroom resource needed
- CAO requests that the recommended background be revised and include standard form.
- Conditionally approved

2. CAO Administrative Support (Wobbe)

- Not reviewed due to time restraint

3. Statement of Philosophy Request to CAP (Manzo)

- Not reviewed due to time restraint

Meeting adjourned at 5:01pm

Respectfully submitted,
V.J. Manzo, CAO