

Committee on Academic Operations Meeting Minutes

22nd CAO meeting of 2015-2016

Tuesday, Feb. 23, 2016 in Salisbury Labs 124

Chair: Stephan Sturm (MA)

Secretary: VJ Manzo (HUA)

In Attendance:

Mark Claypool (CS), Balaji Panchapakesan (ME), 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 #20 approved

Minutes #21 approved

Old Business:

1. Statement of Philosophy Request to CAP (Wobbe/Manzo)

- Deferred to next meeting

New Business:

1. Motion from Undergraduate Studies to Change the Course Description of CP1000 (Wobbe)

- CAO requests that the originator specify undergraduate students and change "full time" to active
- Conditionally approved

2. Motion from ME to add ME231X as permanent course (Panchapakesan)

- CAO requests that the originator consult with Academic Programs to identify an unused permanent course number (2312)
- CAO noticed that the hours students spent on the course outside of the classroom, according to the course evaluations, seemed low. CAO encourages the instructor to identify ways to increase the number of hours spent on this course outside of the classroom.
- Conditionally approved

3. Motion from BUS to Add a New Course, MKT 3650 (Wang)

- CAO noticed that the hours students spent on the course outside of the classroom, according to the course evaluations, seemed low. CAO encourages the instructor to identify ways to increase the number of hours spent on this course outside of the classroom.
- Approved

4. Motion from BUS to Drop Course, MKT 3651 (Wang)

- Approved

5. Motion from BUS to Add a New Course, FIN 3250 (Wang)

- CAO noticed that the hours students spent on the course outside of the classroom, according to the course evaluations, seemed low. CAO encourages the instructor to identify ways to increase the number of hours spent on this course outside of the classroom.
- Approved

6. Motion from BUS to Change Course Category, MIS 4741 (Wang)

- Approved

7. Motion from BUS to Drop Courses, ETR 3910 and ETR 3920 (Wang)

- CAO requests clarification on the changes to the degree requirements
- Consult with originator

Meeting adjourned at 5:02pm

Respectfully submitted,
V.J. Manzo, CAO