

## **Committee on Academic Operations Meeting Minutes**

24th CAO meeting of 2015-2016

Tuesday, March 15, 2016 in Beckett Conference Room, Fuller Labs

**Chair:** Stephan Sturm (MA)

**Secretary:** VJ Manzo (HUA)

### **In Attendance:**

William Clark (BME), Mark Claypool (CS), Christine Love (Office of the Registrar), 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)

Student Representatives:

John Ross

Carolina Ramos

Carlie Alfaro

Called to order at 3:03pm

Minutes #23 conditionally approved

### **New Business:**

#### 1. Motion from BUS to Add a New Concentration in Financial Technology (Wang)

- CAO requests that the list of the faculty representatives for each concentration be listed next to the concentration in the catalog
- CAO also requests that a form be developed and used in order to track officially declared concentrations by students
- CAO notes that there is currently no template for concentrations available on the CAO website, and will be working with the existing Chemical Engineering concentration tracking sheet in order to make a template.
- Conditionally approved

#### 2. Motion from BUS to Add a New Concentration in Business Analytics (Wang)

- Please see and apply CAOs comments regarding the Concentration in Financial Technology motion
- Conditionally approved

3. Motion from BUS to Add a New Concentration in Innovation for Social Change (Wang)

- Conditionally Approved

4. Motion from CBC to Change CH 1010, Add CH 1020, and Add CH 1030 (Clark)

- CAO discussed various concerns related to non-majors who only take one course, the extended course burden on students during a single term, the application of AP credit for incoming freshman and the allocation toward the course and lab, and the academic standing of students who complete only the course having a pending incomplete grade until the lab is completed.
- Returned to originator

5. Motion from PH to Add a New Experimental Course, PH 350X (Sturm)

- CAO requests clarification on the changes to the Resource Requirements and, particular, the instructor for the course, and what impacts teaching this course will have on the instructor's load
- CAO requests that the originator state that the Physics department approved of this motion
- Conditionally approved

Meeting adjourned at 4:00pm

Respectfully submitted,  
V.J. Manzo, CAO