

Committee on Academic Operations Meeting Minutes

25th CAO meeting of 2015-2016

Tuesday, March 22, 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), Balaji Panchapakesan (ME), Paul Reilly (Academic Advising), Stephan Sturm (MA), Justin Wang (BUS), Kris Wobbe (Associate Dean of Undergraduate Studies)

Student Representatives:

Carolina Ramos

Carlie Alfaro

Called to order at 3:05pm

Minutes #24 conditionally approved

Administrative:

CAO appointed a representative to the search committee for the Registrar

New Business:

1. Two Individually Designed Minor Motions (Claypool)

- CAO discussed, at length, the concept of minor degree requirements that are "sufficiently distinct" from major degree requirements, and the overlap of courses between the requirements. Minors must be sufficiently distinct from majors and the course choices for the minor must reflect this distinction.
- CAO also discussed the seeming similarities between certain degree minors and degree concentrations, and notes that future discussions may be necessary to clarify language and devise guidelines for distinguishing both concentrations and minors
- Motion 1 Approved
- Motion 2 Rejected on the grounds that the courses outlined in the minor are not sufficiently distinct from the major.

2. Adding Sample Form for Concentration to CAO Templates (Clark)

- CAO requests that after 2 units, (6/3) be added in order to be consistent with the catalog formatting
- Conditionally approved as an addendum to the current template document

Meeting adjourned at 4:00pm

Respectfully submitted,
V.J. Manzo, CAO