

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

26th CAO meeting of 2015-2016

Tuesday, March 28, 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 3:03pm

Minutes #25 conditionally approved

### **New Business:**

#### 1. Eligible Major-Minor Combinations (Love, Sturm)

- The registrar's office asked CAO to provide guidance on the interpretation of the guideline that a Minor should be "sufficiently distinct from the Major".
- CAO discussed several ways to deal with the issue but decided it needs more information about the current situation and how this varies by department/program.
- CAO chair will gather information from department chairs and program directors, and report back to the committee.

#### 2. Motion from MA to Add a New Experimental Course MA 463X (Sturm)

- Approved

#### 3. Motion from HUA to Add a New Course EN3262/BU2013 (Manzo)

- CAO requests that the originator list additional instructors due to the proposed cross-listed with Business
- CAO requests that the Background be put in the standard form as shown in the template available on the CAO website.

- CAO requests that the description include a note about students not being able to receive credit for both the experimental version of the course (list experimental course number) and the new approved course number.
- CAO noticed that the hours students spent on this 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. As stated in the undergraduate catalog, WPI courses usually carry credit of 1/3 unit. This level of activity suggests at least 15-17 hours of work per week, including work outside the classroom, as well as scheduled class and laboratory time.
- Conditionally approved

Meeting adjourned at 4:00pm

Respectfully submitted,  
V.J. Manzo, CAO