

**Committee on Management of Academic Operations
Minutes
November 25, 2013**

Present: Tiffany Hebb, Jeff Dunn, Dave Berque, Kevin Kinney, Ken Kirkpatrick, Olivia Flores.

Approval of minutes: Minutes from the November 11th, 2013 MAO meeting were approved.

Course approvals

MAO considered a proposal for a new course, Econ 405, Applied Regression for Economics and Management. The committee tentatively approved this course pending formal endorsement by the chair of Economics and Management.

Exams and other out of class course events

Tiffany reported that the FGSC decided that an administrative decision needs to be made with regard to what is extra-curricular versus co-curricular activity. The FGSC has asked Dave Berque to work on this.

We decided to move forward with developing a policy related to exam (and similar) conflicts with other courses, rather than waiting for a decision on the definition of extra-curricular and co-curricular activities.

There was general agreement that we need strike a middle ground. On one hand, we don't want to codify too much. On the other hand, we don't want to leave things completely open to the discretion of individual faculty members as that might occasionally result in problematic positions.

After considerable discussion we arrived at the following principles:

If an event is listed in the SOC it can be required unconditionally.

If an event is not in the SOC it can be required but there has to be an alternative for those who have a conflict with other courses or other course related activities. If conflict between two courses or course related activities the faculty members should work together to resolve the conflict. If they are unable to do so, either faculty member or the student can ask the Dean of Academic Life to resolve the matter.

Audit of current SOC

MAO asked the Registrar to audit the current SOC to identify problematic footnotes such as "Course fee required" without details, or field trips that are required without being specific.

Potential CAPP/MAO merger

Tiffany reported that the FGSC has continued to discuss the possibility of a CAPP/MAO merger. Possible approaches include asking CAPP and MAO to meet together for a year while formally remaining as two committees, or merging formally and making a plan for transitioning membership. The two committees will meet jointly on January 27th to decide how to proceed.

Real-time registration

Ken and Dave described how a real-time registration system might work using the add/drop program

instead of the batch registration program. Committee members were interested in this idea, but also had questions about how it would work. Dave and Ken will put together a one page proposal explaining how this might work and will present the overview to MAO.

Announcements and adjournment

The final meeting of the fall semester will take place on Monday the 9th of December.

Meetings for the spring semester are scheduled as follows:

1/27/14

2/24/14

3/10/14

4/14/14

4/28/14

The meeting was adjourned.