

**CAABR Abbreviated Minutes**  
**December 12, 2023 9:30am**

**Attendees:** Jess Barnack-Tavlaris, Glenn Steinberg, Ada Onyewuenyi, David Mazeika, Simona Wright, Pierre LeMorvan, Qin Shao, Miriam Shakow

1. Approval of the minutes
2. Discussed the operational structure of CAABR
  - a. We discussed which kinds of tasks can be done by subgroup vs. full committee
  - b. Made the decision to meet on the 4<sup>th</sup> Wednesday of each month so that our meeting comes before the HSS all school meeting.
3. Discussed plan for our next tasks – department representatives will connect with their departments
  - a. Finalize course offering spreadsheet
  - b. Next semester we will discuss potential processes for departments to determine whether or not their courses meet the CAABR learning goals