

Georgia Institute of Technology
Graduate Curriculum Committee
Minutes
March 11, 2010

Present: Babensee (BME), Pikowsky (Registrar), Butera (ECE), Corso (PSY), Ferri (ECE), Smith (AE), Clarke (COM), Flowers (ARCH), Peponis (ARCH), Goldsman (ISYE), Leo (CoC), Singhai (MGT), Storici (BIO), Bennett (Executive Board Liason)

Visitors: Redding (Registrar), Laros (Registrar), Howson (Registrar), Simon (Registrar), Paraska (Provost), Vito (Provost), Neitzel (ME), Yezzi (ECE), McLaughlin (Provost), Thomas-Mobley (BC), Irizarry (BC), Parker (Student-South University)

Note: All action items in these minutes require approval by the Academic Senate. In some instances, items may require further approval by the Board of Regents or the University System of Georgia. If the Regents' approval is required, the change is not official until notification is received from the Board to that effect. Academic units should take no action on these items until USG and/or BOR approval is secured. In addition, units should take no action on any of the items below until these minutes have been approved by the Academic Senate or the Executive Board.

Academic Matters

1. A pre-proposal discussion lead by Dr. Yezzi (ECE) covered the general framework of a joint degree with the Universities of Torino and Milano. The slide presentation provided information as to how the program would be structured, and how students and faculty would interact on both sides of the agreement. The Committee concluded that the pre-proposal was well organized and should be brought back for official action as soon as possible. The Committee noted that this model is unique and presents a different model for crafting an agreement leading to a joint degree. It was also noted that other Schools may wish to come on board with this proposal, but that it made sense to start with limited partners. It was also noted that enrollment in the program, if it is approved, will be monitored to determine its viability in the future.
2. A motion was made to approve a request from the School of Architecture for new courses. The motion was seconded and approved.

New Courses:

BC 6002: Issues in Sustainable Const Tech 3-0-3

BC 6004: Sustainable Energy AEC 3-0-3

ARCH 6107: Intro to Historic Preservation 3-0-3

NOTE: This course will be jointly listed with ARCH 4107. Students cannot receive credit for both courses.

3. The Registrar's Office asked the Committee to review changes to the Catalog that will add needed information related to the award of Master's degrees and that will clarify existing rules and procedures. These changes will ensure that the type of information provided for Master's students is more comprehensive.

The Committee recommended changes to the original draft. Those changes are reflected in the text below that was forwarded to the Committee via email for review and a vote.

Requirements for Award of the Master's Degree

1. Petition to graduate: To apply for master's degree candidacy, the student must submit to the registrar, during the semester prior to the anticipated final semester of work, the petition for a degree with the Approved Program of Study.
2. Approved Program of Study (listed on Graduate Petition for Degree): The student's Approved Program of Study must show that course requirements for the master's degree will be satisfied before or during the final semester.
3. The Approved Program of Study must be successfully completed within a period of no more than six consecutive calendar years.
4. Course work at the 1000 or 2000 level may not be used for a Master's degree. Although in most cases, course work at the 3000-level may not be used for a Master's degree, individual programs may allow a reasonable number of 3000-level courses in special circumstances, such as in a program that requires language proficiency. Individual programs may include 4000-level coursework, but this must be reported to the Institute Graduate Curriculum Committee as either part of the initial proposal or clearly stated when revising a program. These rules will be enforced at graduation.
5. The diploma of a candidate for a degree shall bear the date of the latest commencement ceremony for the term in which the degree is awarded.
6. All requirements for the degree must be completed and certified by the Registrar's Office no later than forty-eight hours after final grades for the term are due. If a candidate for a degree is not certified by the appropriate deadline, the degree will not be awarded. It is the responsibility of the student to reactivate the degree petition for the following semester.
7. The student must have an overall grade point average of at least 2.70 and satisfy all school academic requirements. Some schools may require a higher overall grade point average. If so, this must be reported to the Institute Graduate Curriculum Committee through the initial proposal or as a curriculum change and will be considered an informational item on the agenda, not requiring a vote. These requirements will be enforced at graduation.

8. Some programs may have different grade or grade point average requirements for certain segments of the program requirements, such as the core classes. If this is the case, those requirements must be reported to the Institute Graduate Curriculum Committee as part of the initial proposal or as part of a request for a curriculum change and will be enforced at graduation.
9. A grade of D is acceptable for course work to be considered completed, but individual programs may require grades of "C" or higher if they choose. The requirement of a C or higher in required courses must be reported to the Institute Graduate Curriculum Committee either as part of the initial proposal or as part of a curriculum change and will be considered an informational item on the agenda, not requiring a vote. These requirements will be enforced at graduation.
10. The Institute allows three hours on a pass/fail basis. However, individual programs may not allow pass/fail grades at all, or may restrict them to only specific portions of the degree such as electives. These restrictions must be reported to the Institute Graduate Curriculum Committee as part of the initial proposal or as part of a curriculum change and will be enforced at graduation.
11. The student must have completed satisfactorily any language requirement imposed by the major school.
12. The student must have passed any qualifying or comprehensive examinations required by the student's school.
13. The student must be registered for a minimum of 3 credit hours at all times, except that thesis students may enroll for one hour of MAJR 7000 in the semester of graduation. This reduction may be used only once. Students who have met all requirements for graduation before the last day of registration for the graduation term and who were registered the preceding semester may be eligible for a waiver of enrollment.
14. In addition, the student must have completed any required work outlined at the time of matriculation.

Additional Requirements for Master's Thesis Students

15. The student must submit the thesis topic and committee form to the Graduate Studies Office for approval and make satisfactory progress on the thesis.
 16. The student must submit the thesis electronically to the Georgia Tech Electronic Thesis and Dissertation Web site at <http://etd.gatech.edu> and receive final acceptance from the Graduate Studies Office.
4. The Registrar's Office asked for guidance regarding a program that includes more than three hours of pass/fail courses in its program. The original proposal for the program noted the pass/fail courses, but it is unclear whether this was discussed and specifically approved as an exception.

It was also noted that there appears to have been a change in the curriculum for this program that was not approved by the Committee. The Registrar's Office was asked to make contact with the School to discuss the curricular issues and the action needed to make the changes official.

5. By an email vote following the February 11, 2010 meeting, the Committee was asked to act on implementation of the following guidelines for special topics courses. The result of the email vote was to approve these guidelines.

Guidelines for Special Topics Courses

1. Although courses that are being proposed for permanent numbers are not required to be offered in the special topics format before being reviewed by the IGCC, it is encouraged. Offering the course in the special topics format is helpful in adjusting the format and delivery of courses that are being considered.
2. If a new course is being proposed and has not been offered previously in the special topics format, an explanation as to why this is not the case would make the discussion at the IGCC meeting flow more efficiently. This question is routinely raised by the Committee, and should be addressed in the proposal.
3. If a course has been taught 3 times in the special topics format (or two times if that is the academic unit's internal policy), it is highly recommended that it be presented to the IGCC for a permanent number.
4. The appearance of the student record and degree auditing processes are important considerations in the use of Special Topics courses. Academic units are expected to be mindful of how many special topics courses are being used to meet degree requirements, why this is occurring, and whether it is the best way to address that content.
5. Schedulers in the academic units are expected to use the forms in Banner to record the secondary titles of Special Topics courses. Secondary titles entered on SSASYLB will display on the transcript. They will not show in the Schedule of Classes unless entered on the SSATEXT form. Although the necessity to enter the information in two different places in Banner is inefficient, this is important information. The Registrar's Office will keep this on its list of things to review to improve efficiency in the use of Banner.

Student Petitions

6. A motion was made to approve Subcommittee recommendations on petitions in the following areas. The motion was seconded and approved.

All petitions approved except where noted.

- 1 Six-year waiver
- 1 Term withdrawal (1 Denied)
- 1 Selective withdrawal
- 1 Allow nine- hour overlap in hours applied toward Master's degree (1 Denied)
- 2 Allow courses taken while on Special Status to count towards degree
- 29 Change status to Full Graduate Standing (Administratively approved)
- 4 Change grade mode
- 1 Waive minor requirement for the PhD
- 12 Graduate with excess pass-fail hours
- 1 Register late for the Spring 2010 term

7. A motion was made to table a petition requesting a waiver of the two-terms of full-time residency for the PhD. The motion was seconded and approved.

Note: There were many questions about this petition and some confusion. The major school will follow up with the student and resubmit the petition at a later time as necessary.

8. By an email vote following the February 11, 2010 meeting, the Committee was asked to approve subcommittee recommendations for petitions in the following areas from the 01/14/2010-02/10/2010 time period. The summary was not available for the previous meeting which resulted in an email vote. The result of the email vote was to approve the recommendations of the subcommittee.

- 1 Change grade mode (1 Denied)
- 2 Waive minor requirement (2 Denied)
- 1 Waive two- semester full-time enrollment rule
- 1 Graduate with less than minimum hours- dual degree program
- 1 Readmit 1st drop for the Summer 2010 term

Adjourned,

Reta Pikowsky
Registrar