

**Georgia Institute of Technology**  
**Graduate Curriculum Committee**  
**Special Meeting**  
**Minutes**  
**July 25, 2013**

**Present:** Flowers (ARCH), Pikowsky (REG), Jagoda (AE), Neitzel (ME), Breedveld (ChBE), Ferri (ECE), Sharp (Grad Studies), Cozzens (Provost's Office, joined the meeting by phone), Kvam (IsyE), Boldyreva (CS), Ladshaw (Grad Student Rep), Dickson (CHEM)

**Visitors:** Laros (REG), Hayes (REG)

**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 special meeting of the Committee was called to discuss recent developments arising from proposals to significantly alter the mode of course delivery of graduate programs. The Committee discussed under what conditions changes in the mode of course delivery would necessitate a change in course content. Likewise the Committee discussed how these large-scale changes in course delivery could take place while maintaining rigorous standards for admission and assessment of student performance. A review of the Committee's charge in the *Faculty Handbook* indicates these issues fall under the purview of the Graduate Curriculum Committee.

### ***2.4.8 Institute Graduate Curriculum Committee***

#### **Members**

The Committee shall be composed of representatives of the Administration, the Academic Faculty, and the Students.

The Administration shall be represented by the Vice-Provost for Graduate Education and Faculty Affairs (**Note: This is not correct in the current version of the *Faculty Handbook*, but note has been made of the error and it will be revised**). The Registrar shall be the Secretary.

The Academic Faculty shall be represented by members elected by the Academic Faculty from the Corps of Instruction who are not Administrators, determined as follows:

- Twenty (20) seats on the committee will be distributed amongst the Colleges in proportion to the fraction of the total number of graduate Student majors registered in each College in the fall term of the present academic year.
- Then the participation of each College will be adjusted to be at least two (2) and no more than seven (7) members. These adjustments may result in a total number somewhat different from twenty (20).

- Changes in the number of representatives for each College shall be made when the criterion for such changes has been met for two (2) successive years; however, any individual elected shall have a full term of office regardless of such changes in representation.

The Students shall be represented by one (1) graduate Student elected by the Graduate Student Government Association.

The Chair shall be elected annually by the Committee from among the elected Academic Faculty members.

### **Duties**

The Committee shall:

- Recommend the minimum requirements for all graduate degrees and propose changes in graduate degree requirements and curricula.
- Evaluate all proposals for new graduate courses and degree programs from each Instructional Unit and transmit them with recommendations to the Academic Faculty for action.
- Establish guidelines which will encourage appropriate research activities as an integral part of the graduate program and encourage high standards of student research, and foster the utilization of all available resources in the development of research activities that are supportive of the graduate programs of the Institute.
- Rule on requests and appeals by graduate Students for exceptions to established rules and regulations in academic matters.
- Develop policy and minimum requirements for the admission of Students to graduate programs, the admission of Students to candidacy for an advanced degree, and the awarding of graduate degrees.
- Decide, in consultation with the Instructional Unit concerned, what undergraduate courses may be accepted for graduate credit.
- Develop policy for qualifications of Faculty members who teach graduate courses and direct thesis research.
- Develop policy for the awarding of graduate fellowships, scholarships, and assistant-ships.

The on-line MS-CS program that has been under discussion by the Committee is being implemented for Spring 2014. There are unanswered questions about how this program and its courses will operate given the partnership with Udacity to deliver it. Udacity is a MOOC provider and regardless of whether courses related to this program are indeed delivered in MOOC format, the Committee feels a need for clarity in regard to how the program itself operates, how assessment will be performed, how quality control will be managed, and how enrollment will be scaled to ensure the effectiveness of the curriculum and effectiveness of instruction.

2. Via email, a motion was made to approve the following statement. The motion was seconded and approved.

## Statement of Expectations and Procedures

It is the responsibility of the Institute Graduate Curriculum Committee to recommend to the Academic Faculty the minimum requirements for all graduate degrees and all proposals for changes in graduate degree requirements and curricula. The Committee evaluates all new graduate courses and degree programs of each Department of Instruction and transmits them with recommendations to the Academic Faculty for action. The Committee is also charged with developing policies and setting minimum requirements for the admission of students to graduate programs, the admission of students to candidacy for an advanced degree, and the awarding of graduate degrees.

Departments of Instruction considering changes to the delivery method of degree programs, from traditional “in residence” to on-line, for example, shall submit a proposal to the Committee for approval.

Such changes in curriculum delivery are considered by the Graduate Curriculum Committee to be substantive and shall be proposed as a degree modification. Related to a proposed change in a degree program, the Department of Instruction shall also include new course proposals that make clear how the courses delivered in the new format will operate. This ensures appropriate faculty oversight of the curricula.

3. Based upon approval of the motion described in item #2, the following conclusions are reached. In the future, any graduate program wishing to change the delivery mode of a degree will have to submit a proposal providing details relating to any changes in curriculum, procedures, enrollment, etc. Should any of the related courses be delivered in MOOC format, the proposal would have to explain how quality control would be managed. If enrollment in the program is expected to expand, scalability issues would also have to be addressed in the proposal. Financial information would also be required, with the proviso that any differential tuition or fees would have to be approved in the normal way, through Financial Affairs and the Board of Regents.

Finally, academic units should not submit a proposal that is lacking in details to the extent that the Committee cannot evaluate these key areas. Should the Committee find information lacking, the proposal will be rejected with a request that it be returned when the necessary details are available.

Adjourned,

Reta Pikowsky  
Registrar