

**Institute Undergraduate Curriculum Committee
Minutes
March 25, 2009**

Present: Pikowsky (REG), Tone (HTS), Bottomley (CHEM), Seitzman (AE), Kubanek (BIOL), Chang (MGT), Riley (ECE), Castro (COA), Benkeser (BME), Ferri (ME), Barke (PUBP), Ludovice (CHBE)

Visitors: Howson (REG), Jones (REG), Laros (REG), Senft (REG), Dobranski (LCC), Hartley (UG Studies), Clark (MUSI), Vito (Provost), Marshall (Dean of Students)

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 motion was made to approve a request from the School of Literature, Communications, and Culture for new courses. The motion was seconded and approved.

NEW COURSES

LCC 3257 Global Cinema 3-0-3
LCC 3258 Documentary Film 3-0-3
LCC 3259 Experimental Film and Video 3-0-3

Pre-requisites for these courses will read: LCC 2500 or consent of instructor.
LCC currently utilizes letter grade only for its courses. Should there be any desire to change these new courses, LCC will contact the Registrar for those revisions.

2. The School of Literature, Communication and Culture requested a correction of a prerequisite change from a list submitted at the March 12, 2008 meeting for CM classes. No objections or concerns were recorded.

PRE-REQUISITE CHANGE

LCC 3705 Principles of Information Design 3-0-3

The prerequisite should read "LCC 2100 or 2700," not "LCC 2100 and 2700."
Complete corrected prerequisite lists for this course now will now read:
(CS 1301 or 1315 or 1321 or 1371) and (LCC 2100 or 2700)

3. A motion was made to approve a request from Office of Undergraduate Studies for new courses. The motion was seconded and approved.

NEW COURSES

GT 2500 ThinkBig@Tech 0-0-0

GT 4500 ThinkBig@Tech 0-0-0

These will be placeholder courses that are non-billable and non-credit, but will have an associated fee. They are being created so that the Bursar can bill the fee that is associated with the ThinkBig@Tech program. These are non-billable, non-credit courses that are used to note on the transcript that the student was involved in some activity during that term. They do not generate any credit, so they have no impact on the student's progress toward degree and cannot count toward any degree requirement. The grade mode of the courses will be "audit" which is necessary for them to be posted to the transcript. The ThinkBig program is made up of faculty led Living Learning Communities (LLCs). LLCs on GT's campus are a new avenue to enrich the lives of GT students. LLCs foster environments in on campus housing where informal academic discussions can occur and where faculty and students connect. Ideally these environments lead faculty and students to think critically about not only their academic life but also about their futures.

4. A motion was made to approve a request from the Department of Music for a new course. The motion was seconded and approved.

NEW COURSE

MUSI 3630 History of Jazz 3-0-3

5. At the March 11 meeting, a proposal from the Registrar's Office to implement guidelines for the campus community regarding core course requirements was approved, but with changes in wording that were reviewed via email.

Meeting Minimum Requirements for Core

These are guidelines for departments receiving inquiries from students who took course work under quarters. This is a source of confusion, especially in evaluating whether students have fulfilled Core lab science or Math requirements. Since semester conversion occurred in 1999, students will need to petition the faculty to waive the 10-year-rule for course work taken under quarters. Departments have discretion about which major required course work is still relevant.

Besides the quarter credit issue, transfer courses may not be equivalent to Georgia Tech courses. Students may take course work elsewhere with plans to satisfy Core lab

science or Math requirements. Here are some general rules to keep in mind when evaluating whether students have met Core requirements:

1) Students who took course work under quarters, especially lab science or Math sequences, should have completed the requirement as it existed under quarters. So if a student needed MATH 1711, 1712, and 1713 under quarters and has those, that student has met the requirement.

2) Students who took course work under quarters must have completed the minimum number of semester hours currently required in a given area. So if we currently require a minimum of 8 semester hours lab science and we currently require a minimum of 8 hours Math, students need that to graduate. The same applies to transfer course work. Since students need a minimum of 8 semester hours of lab science and 8 semester hours of Math, transfer classes that come in with lower semester hours (i.e., 3-hour Math or lab science classes) will not be sufficient.

3) If a student comes up “short” on the number of hours in a particular Core area, the student must make-up the extra hours with classes that are part of Core. For example, if a student did not meet the lab science sequence under quarters or transferred a lower-hour class and does not have 8 semester hours of lab science, he must make up the missing hours with a Core D approved lab science class.

4) A department may need to allow a student to register under a special topics course to avoid problems with the repeated course policy. For example, if a student took MATH 1711 and 1712 under quarters, he lacked MATH 1713. The semester version of MATH 1712 contains the class content of MATH 1713. The student should register for the semester version of MATH 1712, but MATH should allow the student to register for a Special Topics course so that there will be no problems with having MATH 1712 considered “duplicate” under quarters and under semesters and leaving the student short of the required hours.

Student Petitions

1. Student Petitions Considered and Voted-Upon by the Committee
All were approved except as noted:

6- Waiver of 36- hour rule (**3 denied, 1 tabled**)

4- Term withdrawal (**1 denied**)

7- Selective Withdrawal (**1 denied, 1 tabled**)

1- Academic Renewal

1- Request 4 hour Overload

1- Remove W grade from transcript (**1 denied**)

2. Student Petitions Handled by Administrative Decision

The following petitions met the guidelines for “Administrative Action,” and were decided by the Registrar under the authority granted to her by the Committee. All were approved except as noted:

- 3- Return SP09 after withdrawing FA08
- 5- Readmit 1st drop
- 1- Receive a minor with 15 hours
- 5- Waiver of the 10-year rule
- 1- Use Music course as Humanities
- 1- Use FRENCH1001 course as Humanities
- 1- Use ECON2105 and 2106 instead of ECON2100
- 2- Change Grade mode

Adjourned,

Reta Pikowsky
Registrar