

**Institute Undergraduate Curriculum Committee  
Academic Matters (Full Committee)  
Tuesday, October 1, 2013**

**Present:** Hollengreen (ARCH), Pikowsky (REG), Senf (LMC), Smith (ME), Goodisman (BIOL), Loss (MATH), Mayor (ME), Yaszek (LMC), Economou (ARCH), Klein (ECE) MacIntyre (CoC), Scott (CEE), Berry (PUBP), Sankar (AE), Wilkinson (CHEM), Grover (Executive Board)

**Visitors:** Laros (REG), Merkousko (REG), Hodges (REG), Dobranski (CAS), Clark (MUSI), Snow (APPH), Moore (SHS), Girardot (VPUE), Greene (CPSM), Benton (ECON), Bramblett (IRP)

**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. Deborah Greene, Assistant Director, Space Planning was a guest speaker at this meeting to discuss the Resource Learning in the 21<sup>st</sup> Century initiative. She asked Committee members to share with her any thoughts or suggestions they have about classroom and other instructional needs that might help inform future planning.
2. Steven Girardot, Sandi Bramblett, and Shannon Dobranski were guest speakers at the meeting to update Committee members on the Complete College Georgia Plan and to share information about academically "at risk" student intervention plans that may result in new course proposals. The Committee is very supportive of programs to help students avoid academic dismissal and to address issues that resulted in them being on academic probation. There was concern expressed about any possible course fees that would be associated with a new course. Many Committee members feel that adding more cost could be an additional burden for these students that would add more financial stress. It was recommended that if new courses are proposed, there not be fees associated with them.
3. A motion was made to *table* a request from the School of Economics for a Degree Modification and for new courses. The motion was seconded and approved.

New Courses: **Tabled**

ECON 2002: Economics at Work

ECON 2250: Statistics for Economists

Degree Modification: **Tabled**

Bachelor of Science in Economics

Note: Specifically, it was suggested that a better number for ECON 2002 would be ECON 1002 since it appears to be a very elemental course, such as the GT courses that some programs offer to introduce students to a discipline or to a possible career field. Another issue with the ECON 2002 proposal was that the graded assignments did not make sense to the Committee. The School of Economics was asked to reconsider the grading scheme and the percentage of the grade assigned to each of the areas, and to perhaps consider making a clear statement about the deliverables that should be required. Since the degree modification is dependent on the approval of these two courses, it was determined that the best course of action was to table the entire packet and ask that it be resubmitted.

4. A motion was made to *approve* a request from the School of Applied Physiology for a new course. The motion was seconded and approved.

New Course: **Approved**  
APPH 3000: Survey of Medicine

Note: The prerequisites on the syllabus and NCP were not the same list. The Registrar's Office followed up after the meeting and APPH has defined the correct prerequisites as:  
BIO 1510 and (CHEM 1310 or CHEM 1211K or CHEM 1212K or CHEM 1311) and CHEM 2311

5. A presentation was made by Dr. Frank Clark from the School of Music about a Bachelor of Science in Music Technology degree proposal that was currently being worked on. There was some discussion about the electives in the program, specifically about "free electives" in regard to how rigid the proposal at this point seems to be. Dr. Clark indicated that this is still a work in progress and the comments of the Committee members would be taken into account as the prospectus is drafted. A new degree prospectus will be submitted at a later date.
6. A motion was made to approve a request to submit 20 Bachelor's degrees to USG for termination off of the Degrees and Majors System table. The motion was seconded and approved.

The following information reflects the edits that were recommended during the discussion.

Rationale:

Georgia Tech no longer offers these undergraduate degree programs and no students are enrolled in the listed programs. This proposal will allow administrative clean-up of our records, so that the records reflect present reality.

26010101	BSBIOL	Bachelor of Science in Applied Biology (Deactivated degree was renamed)
52130101	BSMSCI	Bachelor of Science in Management Science (Deactivated)
40050701	BSPTCH	Bachelor of Science in Polymer and Textile Chemistry
52020501	BSTEM	Bachelor of Science in Textiles Enterprise Management
14020101	BS	Bachelor of Science with a major in Aerospace Engineering
27030100	BS	Bachelor of Science with a major in Applied Mathematics

26020201	BS	Bachelor of Science with a major in Biochemistry
14070100	BS	Bachelor of Science with a major in Chemical and Biomolecular Engineering
40050101	BS	Bachelor of Science with a major in Chemistry
14080101	BS	Bachelor of Science with a major in Civil Engineering
11010101	BS	Bachelor of Science with a major in Computer Science
14100101	BS	Bachelor of Science with a major in Electrical Engineering
14350100	BS	Bachelor of Science with a major in Industrial Engineering
52020101	BS	Bachelor of Science with a major in Management
14190100	BS	Bachelor of Science with a major in Mechanical Engineering
14230101	BS	Bachelor of Science with a major in Nuclear and Radiological Engineering
40080101	BS	Bachelor of Science with a major in Physics
42280401	BS	Bachelor of Science with a major in Psychology
52020501	BS	Bachelor of Science with a major in Textiles
14280101	BS	Bachelor of Science with a major in Textile Science and Engineering (Deactivated)

7. The Registrar's Office raised some questions about the Undergraduate Minor Guidelines (<http://www.catalog.gatech.edu/academics/minorguide.php>). There is on-going confusion about what is meant by item #5:

Courses required by name and number and/or used to satisfy Core Areas A through E in a student's major degree program may not be used to satisfy the course requirements for a minor. However, courses used in a minor may be used to fulfill electives (free electives, technical electives, etc.) required by the student's major degree program.

Although this is the primary area of concern that was raised, it was noted that there is other language in this document that creates confusion. After some discussion about the intent and spirit of the language in the Guidelines, the Committee determined that the best course of action would be to ask the Registrar to edit the document and present recommendations at a future meeting in the hope of clarifying those sections that are creating the confusion. The Registrar will bring suggestions back to the group later in the term.

8. A motion was made to approve a request by the Registrar to reaffirm her authority to approve administratively certain types of petitions. The motion was seconded and approved.

Petitions related to, for example, the use of a D grade in a course after an F was earned in the second attempt, readmission after 1<sup>st</sup> drop (assuming Major School approval), waiver of the 10-year rule (assuming that the Major School approves), corrections in registration such as those for Music courses that were registered incorrectly, registration level permits, changes in registration hours for variable credit courses, return for the next term after withdrawing (assuming the Major School approves), and cancellation of registration for a term.

9. The Committee discussed the operation, membership and leadership of the Subcommittees. The latter have operated rather independently in recent years and there is a desire on the part of the Committee to re-assert the reporting hierarchy and to provide more oversight of Subcommittee membership, policies, and procedures.

The Committee reviewed the Faculty Handbook section on Subcommittees of Standing Committees of the Faculty as a reminder for continuing members and to help new Committee members better understand how the Curriculum Committee operates and the specific charges for the various subcommittees. The relevant section of the Faculty Handbook is included below in full text for reference.

**Subcommittees (Extracted from the Faculty Handbook, Section 2.4 Standing Committees of the Faculty, Subcommittees)**

<http://www.policylibrary.gatech.edu/2.4-standing-committees-faculty>

*When a Standing Committee needs assistance to accomplish its charge, the Chair may appoint appropriate subcommittees with approval of a majority of the Committee and the approval of the Executive Board.*

*Subcommittees so appointed shall be chaired by a member of the appointing Standing Committee, unless otherwise approved by the Executive Board, and shall be composed of appropriate persons in the Institute. Sub-committees may fall into one of two categories, ad hoc or standing. An ad hoc subcommittee shall be given a specific charge and a specific terminal date for its final report to be submitted to the parent committee. A Standing Subcommittee shall exist upon a continuing basis in order to handle a specific charge of the parent committee. Members of Standing Subcommittees shall be appointed annually.*

*Members of a subcommittee may be present to provide whatever clarification is requested when their report is submitted to the Standing Committee and shall provide the same assistance in the meetings when the report is brought before the appropriate parent body.*

The Committee discussed the present composition and leadership of its Subcommittees and affirmed their membership for the current year. It is anticipated that the role of these Subcommittees will increase in importance in the coming years in response to the demands of SACS and other program review efforts, either internal or external.

The Committee wished to thank Dr. Larry Bottomley for his on-going work as Chair of the General Education Subcommittee. In light of the significant workload, and in order to maintain continuity in the SACS preparation effort, a motion was made to reappoint him as Chair of the General Education Subcommittee for this year. The motion was seconded and approved. The Committee also wished to thank the other members of the Subcommittee for their on-going commitment to this very important set of issues. The members of the General Education Subcommittee were listed in the August 20, 2013 Minutes.

The Committee also discussed procedures related to the recommendations of the General Education Subcommittee. In order to expedite work on the Core Curriculum for both the Subcommittee and the main Committee, the following procedures were clarified.

### **Existing Courses**

If an existing course wishes to add a Core Curriculum attribute (Humanities, Social Sciences, Global Perspectives, etc.), the request will go directly to the General Education Subcommittee. The Subcommittee will consider the merits of the case, take a vote, and make a recommendation to the Committee. If the Committee approves it, it will be sent to the Academic Senate as an action item, and if approved there, will then be submitted to the appropriate Academic Advisory Committee of the Board of Regents, or to the General Education Council of the Board of Regents. The Registrar's Office will coordinate the flow of requests to the Subcommittee and track the status of the courses as they move through the system.

The Subcommittee recommendation will be submitted to the Committee regardless of whether it is for or against. If the Committee agrees with the decision, and the decision is to *not* approve the request, it will not be sent on to the Academic Senate (or to the Board of Regents Committees).

### **New Courses**

If a new course is proposed and wishes to add a Core Curriculum attribute (Humanities, Social Sciences, Global Perspectives, etc.), the request will go first to the General Education Subcommittee. The Subcommittee will consider the merits of the case, take a vote, and make a recommendation to the Committee. If the Committee approves the attribute, the course will be sent to the Academic Senate as an action item, and if approved there, will then be submitted to the appropriate Academic Advisory Committee of the Board of Regents, or to the General Education Council of the Board of Regents. The Registrar's Office will coordinate the flow of requests to the Subcommittee and track the status of the courses as they move through the system.

The Subcommittee recommendation will be submitted to the Committee regardless of whether it is for or against. If the Committee agrees with the decision, and the decision is to *not* approve the General Education attribute request, the course will not be sent on to the Academic Senate (or to the Board of Regents Committees). Instead, if the attribute(s) are not recommended by the Subcommittee, and the Committee agrees, the Committee will confirm with the proposing unit whether they wish to move forward with the new course proposal, in the knowledge that it will not count in the Core Curriculum.

### **Summary**

All requests for Core Curriculum attributes on courses will go directly to the General Education Subcommittee. The Subcommittee will make a recommendation to the Committee and the

Committee will approve or deny the requests and send them on to the Academic Senate, if approved (and to BOR committees if approved by the Academic Senate).

Policies or other issues related to the Core Curriculum and the General Education policy at Tech will also come to the Committee as recommendations of the Subcommittee. Authority to approve or deny a request, policy, or other aspect of the General Education program at Tech lies with the Committee and the Academic Senate.

### **Student Petitions**

1. A motion was made to approve a written appeal for a waiver of the 36-hour rule. The motion was seconded and approved.
2. A motion was made to deny a written appeal for a selective withdrawal. The motion was seconded and approved.

Adjourned,

Reta Pikowsky  
Registrar