

**Institute Undergraduate Curriculum Committee
Start-up and Petitions (Full Committee)
Tuesday, August 19, 2014**

Present: Hollengreen (ARCH), Mayor (ME), Smith (ME), Sankar (AE), Goodisman (BIOL), Wilkinson (CHEM), Zhou (ISYE), Mihail (COC), Singleton (PSYC), MacIntyre (PSYC), Yaszek (LMC), Singh (MSE), Stein (ODOS), Pikowsky (REG)

Supporting Staff: Senft (REG), Appel-Sillbaugh (ODOS)

Start-up Business

1. Rhett Mayor, ME, was elected Chair. Laura Hollengreen was elected Vice Chair. The Registrar was reaffirmed as Secretary.
2. The meeting time of 3:00 on Tuesday was retained as the meeting time.
3. The meeting schedule will continue to be twice a month with one meeting devoted mainly to academic matters and one meeting being devoted mainly to petitions. All meetings will be considered full committee meetings.
4. The registrar's delegated authority to act on certain kinds of petitions administratively, assuming the major school supports the petition, was reaffirmed. For example, the petitions would involve.
 - Return for the next term after withdrawing previous term
 - Register late for the current term
 - Cancel registration for current term
 - Make other registration adjustments if circumstances warrant it
 - Overload registration hours in Phase I
 - Count both instances of MUSI courses, correct registration
 - Substitute courses such as SPAN 1002 with SPAN 1102
 - 10-year rule waiver
 - Registration adjustment of hours for a variable credit course
 - Readmit after 1st dismissal
 - Use "D" instead of "F" towards degree requirement

Note: The Registrar uses some discretion and if not comfortable with the petition, will pass on to the Subcommittee, even if the major school supports it.

5. The Fall and Spring Petitions Subcommittees were not continued under the new structure of all meetings being that of the full committee. The agenda for each meeting will be focused mainly on academic matters or petitions, but there will no longer be subcommittees devoted to petition review.
6. The Study Abroad subcommittee was approved as requested with the caveat that one IUCC member is still needed and more discussion needs to occur about the nature of this Committee, such as its relation to the Graduate Committee to which there is no official affiliation.

Membership includes:

- One member from the IGC (appointed by the IGC Chair), with vote;
- Two members from the IUCC (appointed by the IUCC Chair), with vote;
- Three at-large members of the Academic Faculty, with votes; and
- Three Ex-Officio members (Executive Director of International Education, Provost, and Registrar), or their designated representatives, with vote.
- The Dean of Students, with vote.

Current members:

- Dr. Michael Goodisman, BIOL (IUCC) – SAC Chair
 - **VACANT, (IUCC)**
 - Dr. Paul Neitzel, ME (IGC)
 - Dr. Sabir Khan, COA (at-large)
 - Dr. Cecilia Montes Alcala, ModLangs-IAC (at-large)
 - Dr. Paul Benkeser, BME (at-large)
 - Dr. Yves Berthelot, Vice Provost for International Initiatives (Provost's designee)
 - Ms. Amy Henry, Executive Director of International Education (OIE)
- Mr. John Stein, Dean of Students
 - Mr. Luis Ocasio/Ms. Angela Bradd (Rotating), Registrar
 - Ms. Lorie Páulez, Director of Education Abroad (staff to Committee - no vote)
7. As Vice Chair of the IUCC, Dr. Hollengreen will Chair the General Education Subcommittee. This will ensure oversight and will facilitate communication. It is expected that this Subcommittee will be busy for the foreseeable future. More discussion and update on the membership and meeting schedule will be provided soon.
8. There will likely be more discussion throughout the year about the roles of the subcommittees.
9. Committee members were asked to be prepared to discuss several topics including the following items.
- Philosophy and practice of Gen Ed
 - Counseling GTAN advisors
 - Coordination with ADAPTS and Counseling Center
 - Policies for Professional Education, online programs, online courses
 - Transfer credit for online courses
 - Review minor guidelines and seek to clarify
10. The discussion of a quorum and how meetings and minutes will be handled with that in mind was discussed with the members. If a quorum isn't reached at a meeting, the Minutes will serve a dual purpose and will be so noted to act as approval of the recommended actions of those present as well as to serve as the Minutes for that meeting.

Petitions

1. Student Petitions Considered and Voted-Upon by the Committee

All were approved except as noted:

1- Graduate with a cumulative GPA below 2.0 **(1 Denied)**

22- Term withdrawal **(1 Denied, 1 partially Denied)**

7- Registration hour overload request for the Fall 2014 term **(5 Denied)**

3- 36-hour rule waiver **(1 Tabled)**

2. 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:

1- Late registration

1- Use all repeated instances of a MUSI course towards degree requirements

5- Readmit after 1st dismissal for the Fall 2014 term

17- Petition to return Fall after withdrawing from the Summer 2014 term

1- Cancel registration for the Summer term

2- Registration hour adjustment for research course

1- Use course as technical elective

1- Use “D” in course to meet degree requirements despite F in second attempt

Adjourned,

Reta Pikowsky