

Institute Undergraduate Curriculum Committee
Academic Matters (Full Committee)
Minutes
Tuesday, March 24, 2015

Present: Mayor (ME), Pikowsky (Registrar), Hollengreen (ARCH), Berry (PUBP, Honors Program), Eisenberg (SGA, for Laura Margaret Burbach), Economou, (ARCH), Goodisman (BIOL), Loss (MATH), MacIntyre (COC-IC), Mihail (COC-CS), Parsons (COB), Potts (VP-UE), Sankar (AE), Scott (CEE), Senf (LMC), Smith (ME), Zhou (ISyE)

Visitors: Laros (Registrar), Hodges (Registrar), Leahy (COC), Benkeser (BME), D'Unger (HTS), Shepler (CHEM), Spencer (BIOL)

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.

20 Voting members/10 required for a quorum.

Note: All votes are unanimous unless specifically noted otherwise.

Academic Matters

1. Recitations and the unit of credit definition were discussed.

Bill Leahy of the College of Computing provided a presentation for the Committee describing the history of recitations for CS classes. His presentation served as a backdrop for the broader discussion that has been on-going for several months.

Questions about the definition of a recitation, how we are using them, and how they are determined to carry credit hours, or not, became more pronounced after the proposals from the School of Mathematics were approved. The creation of new Math courses that included recitations and the manner in which the NCP was originally drafted sparked the larger conversation.

The discussion continued for approximately 1 hour and 15 minutes. The major discussion points that have been mentioned so far in the discussion include:

- Unit of credit definition
- NCP form and how it addresses the recitation
- The definition of “recitation” – what is it and what purpose should it serve
- The difference between having a recitation that is required versus not required
- How the scheduling of the time needs to occur, regardless of whether the recitation is required or not
- What can and cannot occur during a recitation, regardless of whether it is required or not
- What can and cannot occur during a recitation, even if the credit is accounted for in the total credit for the class and it is required
- How and why some Schools may be using “recitation times” as “exam times” and whether there should be a common exam time during the term that would allow schools to schedule common exams for the largest courses at the 1000-2000 level so that they would not interfere with each other or with the student’s schedule,
- The timing of any changes to existing practices
 - Implementing Catalog changes (course changes) for those courses that have no scheduled recitation in OSCAR
 - Summer and Fall changes would be very difficult given where we are in the course scheduling, registration process
 - Restriction of tests and quizzes to take place only during contact hours (lecture hours) for which students are getting credit (again, the 3-0-3 courses that are not accounting for recitations in the credits) – could possibly start as early as Summer 2015
 - Clearly no changes for Spring 2015 due to the late point in the term

The result of the long discussion was that a small group will be formed to try to isolate the specific issues, review the policy, review other material provided by the Registrar’s Office in regard to awarding credit, and make a policy recommendation to the IUCC so that we can move forward. One important aspect of the recommendations would be the timing of their implementation. The small group will be formed as soon as possible to begin its work.

2. A motion was made to approve changes to the Undergraduate Minor Guidelines. The motion was seconded and approved.

Rationale for the change:

The minor guidelines as listed in the *Catalog* have been an on-going source of confusion. The emergence of interdisciplinary minors have muddied the waters further. Students, academic advisors, staff in the Registrar’s Office and anyone who deals with minors have had difficulty interpreting the guidelines. With different Schools using different terminology within their programs, it has also been very difficult to know where the lines were drawn in regard to double-dipping courses. Some programs have students select courses from a list of options. The language in the guidelines “required by name and number” was

confusing, creating more mystery around what could and could not be double-counted for the major and the minor.

These changes are intended to better organize the guidelines. Some of the information relates to how minors are administered and some relate to the actual program of study. The proposed changes aggregate those different types of information into different segments. The proposal also seeks to better explain what can and cannot be used for both the major and the minor.

[Proposed Minor Guidelines as they will appear in the 2015-2016 Catalog.](#)

Undergraduate Minor Guidelines

Program of Study

An undergraduate minor is a defined program of study outside of the student's major field. Minors are intended to broaden or enhance the student's education by encouraging and officially recognizing knowledge obtained by the student in fields other than his/her major.

The program of study for each undergraduate minor is designed around a set of specific educational objectives. The depth of the program of study ensures that these objectives are met by the student upon successful completion of all requirements.

A program of study for the minor may include more than one option or "track." Tracks allow students to focus on an aspect of the academic field that is of particular interest to them.

The program of study for each minor must satisfy the curricular requirements listed below. However, some minors, at the discretion of the offering academic unit(s), may be exempt from some of these requirements, may exceed some requirements, and/or add additional requirements. Consult the advisor for the minor program for the specific requirements of that minor.

Requirements for the Program of Study

1. A minor program of study must have at least 15 semester hours of coursework.
2. A minor program of study must include at least 9 semester hours of courses numbered 3000 or above.
3. Courses used to satisfy Core Areas A through E in a student's major degree program cannot also be used to satisfy the course requirements for a minor.
4. Any free elective course used to satisfy the course requirements of the student's major degree program may also be used to satisfy the course requirements for a minor.
5. All academic units may designate a block/blocks of courses outside of the student's major field of study in which the same course can be used to

satisfy the course requirements in the student's major degree program and also be used to satisfy the course requirements for a minor.

6. A multidisciplinary or other minor may contain courses in a student's major field of study. A maximum of 6 semester hours of such courses may be used to satisfy the course requirements for the minor, provided these courses are not also used to satisfy any course requirement in the student's major degree program.
7. A maximum of 6 semester hours of Special Topics courses may be included in a minor program *or* the student may complete 3 semester hours of Special Topics and 3 semester hours of *either* Special Problems or Undergraduate Research. Students may not use 6 semester hours of either Special Problems or Undergraduate Research for a minor.
8. A maximum of 3 semester hours of transfer credit may be used to satisfy the course requirements for a minor. This includes courses taken at another institution or credit earned through the AP or IB program, assuming the scores meet Georgia Tech minimum standards.
9. A course may not be used to satisfy the requirements of more than one minor or certificate.
10. All courses counting toward the minor must be taken on a letter-grade basis.
11. All courses used to satisfy the course requirements for a minor must be completed with a grade of C (2.00) or better.

Other Guidelines

1. A student should select a minor in consultation with an advisor in their major field of study. The minor selected must be:
 - a. outside of the student's major, or
 - b. a multidisciplinary minor that may include some courses in the student's major field of study. (See requirement #6 above.)
2. The student should also consult with an advisor in the minor field of study who can inform and advise the student about the specific requirements of the minor. Some of these may be different than the requirements listed above.
3. Students can declare a minor at any time. However, it is recommended that students declare the minor as soon as they have made the decision so that they can monitor their progress using the online degree audit and with their advisor. Declaration of the minor also provides information to the relevant academic units that is helpful in planning courses. The minor declaration form is on the Registrar's Office website at:
<http://www.registrar.gatech.edu/students/formlanding/changeminor.php>
4. The student must complete a minor program of study form at the same time the online application for graduation is completed, generally during the semester before the terminal one. Program of study forms for all

minors can be found at
<http://www.catalog.gatech.edu/academics/minors.php>.

5. The minor is conferred at the same time the major degree is conferred. The major degree and minor will be recorded on the student's transcript. The minor will not appear on the student's diploma.
6. Minors will not be conferred retroactively upon students who have graduated.

Administrative Guidelines

1. All proposals for a minor must originate from the faculty of the academic unit(s) offering the minor. Minors may originate in several ways, such as:
 - a. a minor in a field in which Georgia Tech offers a degree program through a single academic unit (College/School),
 - b. a multidisciplinary minor, in which the subject matter is covered by multiple degree granting academic programs in multiple academic units (Colleges/Schools),
 - c. a minor in a field in which there is no undergraduate degree-granting program at Georgia Tech. In this case, the proposed minor must be in a recognized academic field or discipline and the offering academic unit(s) must have in place sufficient courses, faculty, and facilities.
2. All proposals for a minor must include a statement of the educational objectives of the minor and how the program of study is used to satisfy these objectives.
3. The academic unit(s) offering the minor may choose to require an admission process, set admission standards, and/or set enrollment limits.
4. The academic units(s) offering the minor may request to be exempted from some of the curricular requirements applied to the program of study or add additional requirements if this is justified as essential to meeting the stated educational objectives of the minor.
5. For a multidisciplinary or other minor, a maximum of 6 semester hours of courses in the student's major field of study may be used to satisfy the course requirements for a minor when their inclusion is justified as essential to meeting the stated educational objectives of the minor. However, these courses cannot also be used to satisfy any course requirement in the student's major degree program unless they belong to the special block of courses described in requirement #5 of the Requirements for the Program of Study of the minor.
6. All proposals for a minor must include a plan for advising students pursuing the minor and for approving a student's completion of the required program of study.
7. All proposals for a minor must be endorsed by the appropriate College Dean(s) and by the Provost.

8. All undergraduate minors must be approved by the Institute Undergraduate Curriculum Committee and by the Academic Senate. Multidisciplinary minors must also be approved by the Chancellor of the Board of Regents.
9. Information and relevant documents for proposing a new minor can be found at <http://www.icc.gatech.edu/submit/requirements.php?type=101>.

Current Minor Guidelines

Undergraduate Minor Guidelines

An undergraduate minor is a defined program of study outside the student's major field. Minors are intended to broaden the student's education by encouraging and officially recognizing knowledge obtained by the student in fields other than their major.

Minors are typically offered by Schools which also offer a major. A program of study for the minor is outlined and it may include more than one option or "track". Tracks allow students to focus on an aspect of the academic field that is of particular interest to them. It is expected that there will be depth of the program of study and that specific educational objectives will be met upon completion of the minor.

Other minors are offered where there is no undergraduate degree granting program at Georgia Tech. These minors cover fields which are inherently multidisciplinary; i.e., ones that are covered in part by multiple degree granting academic programs. Multidisciplinary minors require particularly broad programs of study which include courses from multiple Schools and/or Colleges.

1. Ordinarily a minor may be offered only in a field in which Georgia Tech offers a degree program. Exceptions may be made if (a) the proposed minor is in a recognized academic field or discipline, and (b) the schools or departments have in place sufficient courses, faculty, and facilities to offer the minor.
2. All proposals for a minor must originate from the faculty of the academic unit offering the minor or, in the case of a multidisciplinary minor, from the faculty of each participating academic unit. Proposals must be endorsed by the appropriate College Dean(s) and by the Provost.
3. A minor program of study must comprise at least fifteen semester hours, of which at least nine semester hours are upper-division coursework i.e., courses numbered 3000 or above. The depth of the program of study should ensure that upon completion the student will have met the educational objectives established for the minor.
4. No more than 3 semester hours of Special Topics courses may be included in a minor program. No more than a total of 3 semester hours of Special Problems or Undergraduate Research courses may be included in the minimum fifteen hours of a minor program.

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.
6. Ordinarily, courses in a student's major cannot be used to fulfill the requirements of a minor. See also #7.
7. An exception to #6 may be made in the case of a multidisciplinary minor where the Institute Undergraduate Curriculum Committee may approve the inclusion of up to 6 semester hours of courses in a student's major when their inclusion is justified as essential to meeting the stated educational objectives of the multidisciplinary minor. However, these courses cannot also be used to fulfill the requirements of the student's major.
8. All proposed minors should include a plan for advising students pursuing the minor and for approving a student's completion of the required program of study.
9. All undergraduate minors must be approved by the Institute Undergraduate Curriculum Committee and by the Academic Senate. Multidisciplinary minors must also be approved by the Chancellor of the Board of Regents.
10. All minor programs are to be reviewed by one of the sponsoring units at least once every six years, as part of the regular program review in the sponsoring unit(s).
11. A student may select a minor in consultation with the advisor in the major field. The minor selected must be outside the student's major field. The student should then consult an advisor in the minor field, who can inform the student of any remaining requirements.
12. A course may not be used to fulfill the requirements of more than one minor or certificate.
13. All courses counting toward the minor must be taken on a letter-grade basis and completed with an overall grade-point average of at least 2.00.
14. When the student petitions for a degree, he/she should complete a petition for a minor and have it approved by the minor advisor. The petition for a minor will accompany the petition for the major degree when reviewed and approved by the major school. The two forms are then submitted to the Registrar. The minor will be conferred at the same time the degree is conferred and the degree and minor will be recorded on the student's transcript. The minor will not be on the diploma. Minors may not be conferred retroactively upon students who have graduated.

Adjourned,

Reta Pikowsky
Registrar