

Institute Undergraduate Curriculum Committee
Start-up and Petitions (Full Committee)
Tuesday, August 18, 2015

Present: Mayor (ME), Pikowsky (Registrar), Goodisman (BIOL), Parsons (CoB), Senf (LMC), Singleton (PSYC), Potts (Vice Provost-UE), Yaszek (LMC), Eisenberg (UG Student Rep), Smith (ME), Berry (PUBP/Honors Prog.), Mihail (CoC), Moore (ECE), Wilkinson (CHEM), McIntyre (CoC-IC), Stein (VPSL/ODOS), Millard-Stafford (APPH), Lee (CoB)

Visitors: Senft (Registrar), Cara Appel-Silbaugh (ODOS)

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. Notification or approval by the Southern Associate of Schools and Colleges, Commission on Colleges, may also be required.

Note: All votes are unanimous unless specifically noted otherwise.

Start-up Matters

1. Committee members introduced themselves and gave a brief comment on their affiliation and their history at Tech.
2. Dr. Rhett Mayor, ME, was elected Chair. Reta Pikowsky, Registrar, was elected Secretary.
3. The election of the Vice Chair was delayed until the next meeting. Dr. Mayor will discuss the position with the current Vice-Chair, Dr. Laura Hollengreen. If Dr. Hollengreen is not able to continue in the role, nominations will be open for this position. Since this position has also served as the Chair of the General Education Subcommittee, a discussion of its role would be helpful, at the next meeting, to move forward.

Dr. Potts noted that if there is no policy that requires the Vice Chair to also chair the General Education Subcommittee the Committee might wish to consider a different model for this year.

4. The Committee reaffirmed the delegated authority of the Registrar to act on certain types of petitions, using discretion where it appears warranted. Later in the meeting the Committee added late registration hour adjustments. The general categories where the Registrar will act administratively include:
 - Current term registration issues
 - Readmission after 1st drop
 - Waiver of the 10-year rule
 - Use of a previous instance of a course toward degree requirements when the last grade earned is an F
 - Academic renewal
 - Repeated courses (registration errors in past terms, mostly related to Music courses)
 - Past term registration hour adjustments when there is documentation to support
5. The meeting schedule as drafted was approved. The Registrar noted that she will update the meeting location once a decision is made. Tech Tower is coming offline for a year or so. Meetings in August and early September will continue in Tech Tower, but ones after that will be relocated. More to come on meeting location.
6. The Chair briefed the Committee on the Subcommittees describing, generally, what they do. The more detailed discussion on the General Education Subcommittee was delayed until the next meeting when the discussion about the Vice Chair will also be taken up. Dr. Goodisman is willing to continue as the IUCC representative on the Study Abroad Subcommittee. The Graduate Committee will also appoint a representative.
7. The chair briefed the Committee members on operations such as how we handle academic matters and petitions. The Registrar noted that Minutes are voted on by email and that Committee members are asked to read carefully and comment on the Minutes. We want to capture the details correctly and indicate, as well as we can, the sentiments of the Committee.
8. The Registrar and Vice Provost reminded the Committee about timing and process of proposals. New programs or substantive changes have to go from the IUCC to the Academic Faculty Senate, then on to the Board of Regents. New programs require a 30-day comment period before being approved to go on the BOR agenda. Substantive changes have to be reviewed by the System office and sometimes are straightforward, and sometimes not.

If academic units have new programs or substantive changes that they wish to have in the next edition of the Catalog, they would have to be approved, at the latest, at the Feb. IUCC meeting. New courses, new minors, new certificates, and pre-requisite modifications are examples of changes that could be done at the last meeting of the year for inclusion in the next Catalog. Members were asked to take this information back to their Schools and Colleges and make faculty aware.

Dr. Potts noted that beyond the IUCC and the Academic Faculty Senate, courses that we wish to include in the Core areas have to be approved by the System Advisory Committee and the General Education Council. We must be thoughtful and thorough with these proposals.

9. As was the case last year, there will be some working groups formed to address some specific issues. On the list at present are:
 - A template for syllabi
 - Certificate Guidelines
 - Online course policy and administration
 - Readmission contracts (GPA requirements, discretion of Schools, etc.)

Student Petitions

1. Student Petitions Considered and Voted-Upon by the Committee
All were approved except as noted:
 - 1- Readmission after 2nd drop
 - 15- Term withdrawal
 - 4- Selective withdrawal
 - 2- Late registration
 - 1- Registration adjustment for past term
 - 1- Count Course as a Social Science
 - 1- Exceptions to degree requirements **(1 Denied)**
 - 5- Registration hour overload request **(1 Denied, 1 Tabled)**
 - 2- 36-hour rule waiver
 - 1- Retroactively award degree **(1 Denied)**

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:

9- Readmission after 1st drop

11- Petition to return Fall after withdrawing from the Summer 2015 term

2- Count MUSI course twice toward degree (registration error)

2- Academic Renewal

2- 10-year rule waiver

1- Use first instance of course toward degree despite F in second attempt

1- Registration hour overload request

3. Email Petition Considered and Voted Upon by the Committee

1- Late Registration

Adjourned,

Reta Pikowsky

Registrar