2017-2018 IUCC Members:

Economou, Athanassios (CoD-ARCH)
Fenton, Flavio (PHYS)
Forest, Craig (ME)
Hammer, Brian (BIOSCI)
Jordan, Jenna (INTA)
LeBlanc, Jude (CoD-ARCH)
Lee, Suzanne (CoB)
Mayor, Rhett (ME – IUCC Chair)
Millard Stafford, Mindy (BIOS-AP – IUCC Vice Chair)
Moore, Elliot (ECE)
Parsons, Charles (CoB)
Pierron, Olivier (ME)
Pikowsky, Reta (Registrar)
Pollet, Pamela (Faculty Exec. Board Liaison)
Potts, Colin (Vice Provost)
Sankar, Lakshmi (AE)
Scott, David (CEE)
Shook, David (Modern Lang)
Stein, John (Dean of Students)
Venkateswaran, H (CoC-CS)
Wilkinson, Angus (CHEM & BIOCHEM)
Xu, Jun (CoC-CS)
Zhou, Chen (ISyE)

UCC Student Representative
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<td>Sabrina Miller</td>
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<td>Sandi Bramblett</td>
<td>Jr. Edm.</td>
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<td>St. Ann's</td>
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Present: Mayor (ME-IUCC Chair), Millard-Stafford (BIOS-APPH), Forest (ME), Jordan (INTA), LeBlanc (CoD-ARCH), Moore (ECE), Pikowsky (Registrar), Sankar (AE), Scott (CEE), Shook (ML), Xu (CoC-CS), Zhou (ISye)

Visitors: Hodges (Registrar), Miller (Registrar), Bramblett (IR & EDM), Appel-Silbaugh (Student Life)

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 Association of Colleges and Schools-CoC may also be required.

The presence of 12 voting members is needed to reach a quorum.

Note: All votes are unanimous unless specifically noted otherwise.

Start-up Matters

1. A motion was made to grant the Registrar authority to act on certain types of petitions. The motion was seconded and approved.

   Note: The Registrar is authorized to act on behalf of the IUCC on petitions that are routine in nature such as those requesting use of the first attempt of the course when the second attempt was a fail, waiver of the 10-year rule, registration adjustments in the current term, change in grade mode. The Registrar is also authorized to act on petitions that are well-explained and well-documented where the request is clear and the documentation is clear.

2. A motion was made to approve the service of Thanos Economou (ARCH) and Constantine Dovrolis on the Study Abroad Committee for this year. The motion was seconded and approved.
**Discussion Topic**

The Chair shared with the Committee that a list has been prepared of several items that need some level of discussion by the Committee. Some of these are on-going items and some have newly emerged over the past year.

There are some matters, such as the need to remove courses that are no longer offered from the Catalog, that will require some research before action can be taken. The Registrar’s Office will prepare a list of courses that have not been offered in the last five years for the Committee’s review. Once the review has been done, the academic units offering the courses will be notified.

The Office of Institutional Research and Planning will update its list of Minors awarded so that the Committee can review the results and discuss as needed.

Following are among the topics that may be taken up for further discussion this year. There are other topics on the broader list, but these have been deemed to need more timely discussion.

1. Review of degree programs and numbers of graduates.
2. Review of certificates.
3. Online courses.
4. The 39-hour rule.
5. To what extent can a course change, and in what ways, before it has to be brought back to the IUCC for approval.
6. Recitations, definition and use.
7. Studios, definitions and use.

**Special Discussion**

The new Assistant Registrar for Academic Scheduling attended the meeting to update the committee on the new oversight committee and some issues that have developed which will need discussion, then possibly some action by the IUCC at some point in the future.

The Academic Scheduling team in the Registrar’s Office manages assignment of classroom space and coordinates events scheduled in classrooms with the Office of Capital Planning and Space Management. The team also oversees the management of classroom assignments in relation to how courses were approved by the Curriculum Committees and built in Banner to outline delivery formats and credit hours assigned.
The new daily scheduling grid that was implemented last Summer is being enforced. The new academic scheduling advisory committee will help guide the Registrar’s Office in the enforcement of the grid and in referring issues related to courses to the IUCC and IGCC for action. The academic scheduling advisory committee advises the Registrar who then reports to the Curriculum Committees. In this way, the Curriculum Committees retain oversight of academic scheduling on campus, which is clearly part of its purview.

There are courses on the books that have evolved over time and that no longer function in the same way they were approved by the curriculum committees. Academic units are reviewing those courses and may propose new NCPs to ensure that the documentation on file matches how the courses are being taught.

It was noted by Committee members that teaching approaches have changed over the years. The way content in certain disciplines was delivered when the courses were created may have changed significantly over the years. This does not mean the core of the content of a course has changed; it may mean that how the content is packaged and delivered has changed. Committee members wondered whether the NCP in its current form is sufficient to explain how the courses operate.

One aspect of this is how many credit hours the course carries. Another is what is the expected workload of the student as defined in our Unit of Credit Definition. It is also a question of what classroom resources are needed to deliver the content depending upon the first two factors, and considering the pedagogy that is being used by the School to teach that content.

There was some discussion of supervised and unsupervised labs and when their use is appropriate and what it means for scheduling resources. There was also discussion of when it might be appropriate to schedule some class-related activities as “events” rather than associating them directly with the class in Banner.

Generally, some of the questions/issues that the IUCC might be asked to consider include:

- What guidance can the Registrar’s Office and/or IUCC give to help get units aligned to how courses were approved, how they are actually being scheduled, and what classroom resources are necessary?

- How can pedagogical changes be accommodated more efficiently and how can the course records be kept up-to-date? How does Georgia Tech account for more flexible teaching methods?
• How do we describe courses in terms of components? How do we schedule them?
• What constitutes a fundamental change to a course which should come back to IUCC for approval?
  o Content
  o Contact hours
• Why are units scheduling more hours than for which the course was approved?

Some important points that came up in the discussion included:
• A full load of courses for students is 12 hours (36 total hours a week for a student to be considered successful. Successful measured by USG as a GPA of 2.0).
• In the past, a course consisted of weekly lectures and homework assignments.
• Currently, there are lectures, labs, unsupervised labs, recitations, studios, problem-solving sessions, activities, etc. that can present some challenges in determining how to schedule the classes and how to determine effective usage of classroom resources.
• There has to be some structure to how courses are delivered and scheduled because students have to be able to put a class schedule together each term. If courses are “overscheduled” student may be likely to have conflicts and struggle to fit in courses that keep them on track to graduate.
• Committee noted that logistics or administrative concerns should not drive curriculum and should not limit pedagogy.
• Committee members also noted that we have to remain mindful of learning outcomes and whether those are being met.
• Should the NCP be reviewed and revised to help better capture and explain this relevant information for a course?
• Should the IUCC worry about whether the credit hours are accounted for, and nothing else?

Adjourned,

Reta Pikowsky, Registrar
Secretary