2017-2018 IUCC Members:

- Economou, Athanassios (CoD-ARCH)
- DiSalvo, Betsy (Faculty Exec Board Liaison)
- 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)
- Pierron, Olivier (ME)
- Pikowsky, Reta (Registrar)
- Potts, Colin (Vice Provost)
- Sankar, Lakshmi (AE)
- Schneider, Arnie (CoB)
- 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

In attendance
<table>
<thead>
<tr>
<th>Name</th>
<th>Dept/School</th>
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<tbody>
<tr>
<td>Paul Scott</td>
<td>Reg</td>
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<tr>
<td>Amy Hodges</td>
<td>Reg</td>
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<td>Sabrina Miller</td>
<td>Reg</td>
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Institute Undergraduate Curriculum Committee
Petitions and Academic Matters (Full Committee)
Minutes
Tuesday, October 24, 2017

Present: Mayor (ME – IUCC Chair), Millard Stafford (BIOS) (IUCC-Vice Chair), Pikowsky (Registrar/Secretary), Economou (CoD-ARCH), Forest (ME), Hammer (BIOSCI), Jordan (INTA), Moore (ECE), Pierron (ME), Sankar (AE), Schneider (CoB), Shook (ML), Scott (CEE), Zhou (ISYE)

Visitors: Hodges (Registrar), Miller (Registrar), Senft (Registrar)

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 some cases, approval by the Southern Association of Colleges and Schools-CoC may also be required; in others, notification by the Institute will suffice. 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.

The Committee has set a minimum of 12 voting members to establish a quorum and conduct official business.

Note: All votes are unanimous unless noted otherwise.

Student Petitions

1. Student Petitions Considered and Voted-Upon by the Committee
   All were approved except as noted:
   1- Term withdrawal

1. 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- Petition to return after withdrawing in current term
   8- Max registration hours overload request (1 Denied)
   8- Readmission after first dismissal
   1- Readmission after second dismissal (1 Denied)
   6- Term withdrawal (1 Denied)
   5- Selective withdrawal (1 Denied)
8- Count course toward degree 
1- Level override 
1- Use transfer credit toward degree 
1- Waive minor requirement 
4- Late registration for current term (1 Denied) 
4- Registration adjustments (1 Denied) 
1- Allow more than allowed Pass-Fail hours to count toward degree 
1- Cancel registration 
1- Apply hours in undergraduate status toward M.S. degree 
5- 10-year rule waiver 

Administrative Updates 

1. A motion was made to approve administrative updates to previously approved Spanish courses. The motion was seconded and approved. 

Administrative Updates - APPROVED

The Registrar’s Office noted previously approved Spanish courses required updates in order to program the courses into Banner. 

SPAN 3151 (Conversation Practicum) was noted as a 3-0-3 course on the original NCP, but included a lab component under the Mode of Presentation. The unit confirmed the correct credit format should be 2-3-3 (the updated NCP can be found on the ICC site under Proposal 5088). 

SPAN 4156: Spanish Service Learning Abroad I 
SPAN 4157: Spanish Service Learning Abroad II 
SPAN 4158: Diversity in Spain 

The courses listed above were originally proposed as SPAN 4151, 4152, and 4153. Those course numbers were previously used for other courses, so the Registrar confirmed with the School of Modern Languages to use the numbers listed above (see Proposal 5391 on the ICC site for the new course number updates). 

Academic Matters 

1. A motion was made to approve a request from the School of Aerospace Engineering to deactivate a list of courses. The motion was seconded and approved. 

Course Deactivations – APPROVED
AE 1350
AE 1770
AE 2020
AE 2120
AE 3021
AE 3051
AE 3120
AE 3125
AE 3145
AE 3310
AE 3515
AE 3521
AE 4051
AE 4120
AE 4131
AE 4310
AE 4350
AE 4351
AE 4356
AE 4357
AE 4358
AE 4359
AE 4375
AE 4521
AE 4525

The School of Aerospace Engineering has already amended undergraduate degree and minor programs in Aerospace Engineering to exclude these courses. The Registrar’s Office also noted that three of the courses are also listed as elective options in the undergraduate degree programs for Industrial Engineering and Chemical & Biomolecular Engineering. The courses (AE 2020, 2120, and 3310) will be removed from the elective options in the catalog effective 2018-2019 for those programs and those units have been informed of the action.

**Discussion Item**

The Committee continued discussion involving course updates as a result of the findings from the Scheduling Team in the Registrar’s Office. A list of courses which includes discrepancies between how courses were originally approved by the Curriculum Committees and Academic Senate versus how the course is actually being scheduled was distributed to the Committee (also see Proposal 5370 on the ICC site).
Questions/Issues the Committee should consider are:

- How should the Committee handle on-going innovation in regards to the method of instruction for courses?
  - What type of procedures/processes should the Committees adopt to promote and assist with such on-going innovation?
- What is the most accurate method of describing what is being offered in courses at Tech?
  - How is this accomplished as well as being able to reserve the space required/requested for instruction?
- Currently, recitation is lumped into lab portions of courses. How should items such as recitation be handled?
- Should studio hours follow a 3:1 ratio?
- Should a new 2:1 ratio be created in addition to the 1:1 (currently, lecture ratio) and 3:1 (currently, lab ratio) ratios?
- Would associating methods of instruction to ratios instead of terms to ratios offer more flexibility? For example, what methods would fall under a 3:1 ratio? A 2:1 ratio? Or, a 1:1 ratio?

A draft of the new course proposal form (NCP) was also introduced to initiate discussion on what updates could be made in order to support new processes. The Chair charged the Committee with submitting ideas of further changes to support accurately recording innovative methods of instruction.

The Committee did conclude that the process of documenting accurate information for methods of instruction should strive to be innovative under reasonable constraints. It was also reiterated that students must be able to set schedules each term as well as be able to enroll in such courses which make progress toward degree completion.

The Committee did agree the credit hour violation list could be categorized into groups depending upon if a course could be administratively updated or if it required further research. It was noted some courses may only need administrative updates (i.e., if a course should be indicated with a supervised lab component instead of an unsupervised lab component or if a course has not been operating under their approved credit format for a long period of time) while other groups may require the academic unit(s) to attend a Committee meeting to explain why the course(s) is in violation and discussion viable solutions.

Adjourned,

Reta Pikowsky, Registrar
Secretary