

**Institute Undergraduate Curriculum Committee**  
**Academic Matters and Appeals & Petitions (Full Committee)**  
**Minutes**

**Tuesday, June 7, 2016**

**Present:** Mayor (ME), Scott (CEE), Pikowsky (Registrar), Coyle (ECE), Millard-Stafford (APPH), Parsons (CoB), Shepler (CHEM-Executive Board Liaison), Singleton (PSYC), Smith (ME), Yaszek (LMC), Zhou (ISYE)

**Visitors:** Hodges (Registrar), Senft (Registrar), Collard (CoS), Thompson (C2D2), Houston (C2D2), Stein (Student Life), Appel-Silbaugh (Student Life), Bramblett (IRP/DSS/AE)

**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.

**Note:** All votes are unanimous unless specifically noted otherwise.

**Academic Items**

1. A motion was made *to approve* a request from the Center for Career Discovery and Development for new courses. The motion was seconded and approved.

These proposals were previously approved by the Provost's Curriculum Committee and recommended to the IUCC for approval.

**NEW COURSES - APPROVED**

INTN 2003: Professional Internship	0-0-3
INTN 4003: Professional Internship	0-0-3

Committee members inquired if students should be guided to enrolling in this course for an internship instead of the course number for the discipline. All academic units have both paid and unpaid internship courses that they are free to

use. It was noted that the Center for Career Discovery and Development will approve only those internships that are related to the major. In the approval process, the Center reviews the proposal carefully and determines if it is related to the major. If not, the internship is not approved. It is likely better for students to make use of this service offered by the Center rather than using the number that is available to the School, so that was the recommendation. It was also reiterated that these are non-credit bearing, non-billable courses that are placeholders to maintain student status while the internship is in progress.

2. A motion was made to approve a correction to the IUCC April 12, 2016 Minutes related to a degree modification submitted by the School of Building Construction. The motion was seconded and approved.

### **CORRECTION TO APRIL 12, 2016 MINUTES - APPROVED**

In the Industrial Design degree modification proposal that was approved, it was requested that these COA courses be deleted. The intent was to delete them from the ID curriculum, not from the Catalog, but that was not clear at the time.

*Delete these courses:*

COA 1060 Introduction to the Designed and Built Environment	3 credit hours
COA 1011 Fundamentals of Design and the Built Environment I	3 credit hours
COA 1012 Fundamentals of Design and the Built Environment II	4 credit hours

In the April 12, 2016 Minutes and in the subsequent April 19, 2016 PP slides for the Academic Faculty Senate meeting, the request was mistakenly characterized as a request to “deactivate” these COA prefix courses. This was not the intent of the College.

The meeting minutes for April 12, 2016 have been updated to state:

### **Remove these courses from BSID curriculum:**

COA 1060 Introduction to the Designed and Built Environment	3 credit hours
COA 1011 Fundamentals of Design and the Built Environment I	3 credit hours
COA 1012 Fundamentals of Design and the Built Environment II	4 credit hours

3. A motion was made to *table* a request from the College of Sciences for a reorganization of the Schools of Biology and Applied Physiology under one School named the School of Biological Sciences. This motion to table was approved.

**School Reorganization and Name Change – TABLED (see page 4)**  
Schools of Biology and Applied Physiology

In its proposal, the College of Sciences offered the following information regarding this change.

The Schools of Biology and Applied Physiology will be combined and replaced with the School of Biological Sciences.

The College of Sciences has undertaken a reorganization of its schools with a single School of Biological Sciences replacing two of the College's current Schools – the School of Biology and the School of Applied Physiology – as of July 1, 2016. This action has followed all proper protocols within the Schools and in the College.

The reorganization does not have any immediate effect on the current courses, minors, or degree programs of the Schools. At this time, there are no curricular issues at either the undergraduate or graduate levels to be considered. It was made clear that any such changes that might be proposed in the future would have to travel the normal route through the curriculum committees.

After some discussion, there was concerned raised as to whether proper procedures had been followed in the College. Typically, the faculty of the affected School or Schools in an action such as this would be called upon to vote before the action would be carried to the next level. Typically, faculty votes on such proposals are recorded in the minutes of the faculty meetings.

There was some confusion about whether the vote by the faculty would have had to be unanimous. That is not the case, and there is no expectation that any vote on any proposal would be unanimous. The question is whether a vote of the faculty was taken in both Schools and recorded in the minutes to demonstrate that faculty governance processes were and are in place.

Since both Schools offer courses that support the Core Curriculum that affect all undergraduate students, it was very important for the Undergraduate Curriculum Committee to be clear about anything that might happen with the APPH courses and lab sciences in Biology. It was for this reason and others that bringing this change to the Curriculum Committees would appear to be the proper procedure. It also gives the Committees a “heads-up” on proposals for new degrees such as the BS in Neuroscience that is under development now and new courses that might come as a result.

It was noted that this action could be taken administratively since, at present, there are no curricular implications. The Registrar expressed an opinion early on in the discussion that the proposal should come to the Curriculum Committees, even if no curricular changes are proposed currently, to, if nothing else, document that fact.

The question is whether there is documentation to support the statement that the faculty at large, in both Schools, supported the merger and name change. The College of Sciences representative was asked to inquire further about this and to verify that the APPH and BIOL subject codes would be owned by the new School of Biological Sciences.

The Committee noted that time is of the essence, and it fully realizes this. An email vote will be called once the College of Sciences provides some additional information. The change will be presented at the June 14 meeting of the Executive Board, acting on behalf of the Academic Faculty Senate. The System office will be notified of the change via a letter sent from the Provost's Office.

The Committee reiterated that any curricular changes would have to follow the normal route for approval, all the way through the process in the School, the College, the office of the appropriate Vice Provost, the Curriculum Committee, and the Academic Faculty Senate (and the Board of Regents and SACs-CoC as needed.)

**Update: Based on new information received from the College of Sciences, an email vote was called to approve this proposal.**

**The vote to approve was not unanimous. There was one vote to abstain and one vote to deny.**

**A motion was made to approve the combination of the Schools of Biology and Applied Physiology into a new School of Biological Sciences. The motion was seconded and approved via an email vote.**

**APPROVED – New School  
School of Biological Sciences**

## **Student Petitions**

Note: Not all votes on the petitions were unanimous. Notes were made on the agenda to keep track of these details.

1. Student Petitions Considered and Voted-Upon by the Committee  
All were approved except as noted:
  - 5- Readmit after second dismissal (**2 Denied, 1 Tabled**)
  - 10- Term withdrawal (**1 Denied**)
  - 5- Selective withdrawal (**1 Denied, 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:

24- Readmission after first dismissal **(3 Denied)**

1- Request to take graduate level course

7- Late registration

1- Change grade mode

7- Registration max hours overload request **(1 Denied)**

2- 36-hour rule waiver

2- Change enrollment to correct CRN

1- Count course as free elective

1- Use “D” toward degree requirement despite F in second attempt of course

3. Student Appeal Considered and Voted on by Committee

All were approved except as noted:

1- Selective Withdrawal

Adjourned,  
Reta Pikowsky, Registrar  
Secretary of the Committee