

Institute Undergraduate Curriculum Committee
Start-up, Appeals & Petitions (Full Committee)
Minutes

Tuesday, August 23, 2016

Present: Mayor (ME), Scott (CEE), Pikowsky (Registrar), Economou (ARCH), Goodisman (BIOS-BIOL) Millard-Stafford (APPH), Parsons (CoB), Potts (Vice Provost), Shook (Modern Lang), Smith (ME), Wilkinson (Chem & Biochem), Yaszek (LMC), Zhou (ISYE)

Visitors: Hodges (Registrar), Senft (Registrar), Appel-Silbaugh (Student Life), Bramblett (IRP/DSS/AE), Newsome (Legal Affairs)

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.

Start-Up Matters

1. Committee members introduced themselves and gave a brief comment on their affiliation with Tech.
2. Dr. Rhett Mayor, ME, was elected Chair. Dr. David Scott, CEE, was elected Vice Chair. Reta Pikowsky, Registrar, was elected Secretary.
3. The Chair clarified that all meetings are of the Full Committee. The meeting agendas are either related to petitions or academic matters and appeals, or both (though normally is it not both).
4. The Chair briefed the Committee on proposal deadlines and the importance of adhering to submitting all documentation two weeks prior to an academic matters and appeals meeting.

5. The Chair briefed the Committee on the Subcommittees describing, generally, what they do. Dr. David Scott, CEE and Vice Chair of the IUCC Committee, will be the Chair of the Gen Ed Subcommittee. Dr. Goodisman was elected to continue as the IUCC representative to the Study Abroad Committee (a Subcommittee of the IUCC and the IGCC). The Chair also mentioned that *ad hoc* committees are formed as needed to address specific issues or topics. Last year's work on the minor and certificate guidelines was mentioned as an example.
6. Dr. Scott briefed the Committee on operations within the Gen Ed Subcommittee. The Gen Ed Subcommittee reviews and makes recommendations to the IUCC for those courses requesting attributes. Dr. Scott also reviewed the 2016-2017 Gen Ed Subcommittee roster and encouraged members to consider joining.
7. The Committee delegated authority to Registrar to act on certain petitions. The Registrar is hereby authorized to act on behalf of the Committee regarding petitions such as those for a waiver of the 10-year rule, changes in registration for the current term, return after withdrawing from the current semester, use of D grade when a grade of F was earned in the second attempt of the course, readmit after a 1st dismissal when the Major School supports the request, and other types of petitions where the documentation and rationale are clear.

Administrative Items

1. The School of Industrial & Systems Engineering alerted the Registrar's Office that ISYE 3133 had not been updated with new pre-requisites as a consequence of MATH updating courses. These pre-requisites were updated as a courtesy to units as they brought them forth to the Registrar's Office.

ISYE 3133 updated pre-requisites as follows:

(ISYE 2027 with minimum grade of D and
(MATH 2602 with minimum grade of D or **MATH 2603 with minimum grade of D**) and
CS 2316 with minimum grade of D) OR
(MATH 3215 with minimum grade of C or MATH 3225 with minimum grade of C)

Acknowledged Without Concern – PRE-REQUISITE MODIFICATION

2. The School of Chemical & Biomolecular Engineering provided an update to Proposal 5007 (Pulp & Paper Certificate modification). Three ChBe and ME cross-listed Special Topics courses were included in the proposal and were approved at the April 12, 2016 meeting to be created as permanent courses. The Schools of Chemical & Biomolecular Engineering and Mechanical Engineering submitted new course proposal forms with permanent numbers and the appropriate signature pages.

NEW COURSES – APPROVED

ChBE/ME 4720: Pulp & Paper Manufacturing 3-0-3

ChBE/ME 4730: Emerging Technologies in Forest Bioproducts 3-0-3

ChBE/ME 4767: Pulp & Paper Lab 1-6-3

This vote was not unanimous. There were 13 votes to approve and 1 vote to abstain.

Student Petitions

The votes taken on petitions heard at the meeting were not unanimous. The petitions agenda for the meeting including notations by the Chair and Secretary to record those specific votes. Since petitions are confidential, notes about the actual votes are kept for internal records only.

1. Student Petitions Considered and Voted-Upon by the Committee

All were approved except as noted:

1- Cancel registration

5- Readmit after second dismissal (**2 Denied**)

4- Term withdrawal/Return for fall semester (**1 Denied, 1 Tabled**)

4- Term withdrawal

2- Selective withdrawal (**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:

7- Petition to return after withdrawing

1- Registration hour adjustment

1- 10-year rule waiver

1- Request to take graduate level course

8- Hour overload request (approved within the delegated guidelines)

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

Adjourned,

Reta Pikowsky, Registrar
Secretary