

**Institute Undergraduate Curriculum Committee**  
**Petitions and Administrative Matters (Full Committee)**  
**MINUTES**  
**Tuesday, September 16, 2014**

**Present:** Mayor (ME), Hollengreen (ARCH), Smith (ME), Sankar (AE), Singleton (PSYC), Loss (MATH), Wilkinson (CHEM), Berry (PUBP), Zhou (ISYE), MacIntyre (PSYC), Yaszek (LMC), Parsons (COB), Coyle (ECE), Stein (ODOS), Pikowsky (REG)

**Visitors:** Appel-Silbaugh (VPSS), Senft (REG)

**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.

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

**Administrative Matters**

1. The Committee discussed the subcommittees, Study Abroad and General Education. The make-up of the Study Abroad Subcommittee remains in question since one more IUCC member needs to be named. This action will be taken at the next meeting.

**Study Abroad Subcommittee**

The membership of the committee for 2014-2015 is as follows:

Dr. Michael Goodisman, BIOL (IUCC) – SAC Chair

**VACANT, (IUCC)**

Dr. Paul Neitzel, ME (IGC)

Dr. Sabir Khan, COA (at-large)

Dr. Cecilia Montes Alcala, ModLangs-IAC (at-large)

Dr. Paul Benkeser, BME (at-large)

Dr. Yves Berthelot, Vice Provost for International Initiatives (Provost's designee)

Ms. Amy Henry, Executive Director of International Education (OIE)

Mr. John Stein, Dean of Students

Mr. Luis Ocasio/Ms. Angela Bradd (Rotating), Registrar

Ms. Lorie Páulez, Director of Education Abroad (staff to Committee)

## **General Education Subcommittee**

The General Education Subcommittee membership will move forward as follows.

- Roberta Berry, Public Policy, current IUCC member
- David Scott, Civil Engineering, current IUCC member
- Laura Hollengreen (Chair), Current Vice-Chair of the IUCC
- Larry Bottomley, Chemistry (former Chair and former IUCC member)
- Michael Loss, Mathematics, current IUCC member
- Rebecca Burnett, Writing Program (LMC)
- Colin Potts, Vice Provost, Undergraduate Education
- Jonathan Gordon, Office of Assessment
- Reta Pikowsky, Registrar (Secretary of the IUCC)
- David Shook, Modern Languages
- Carol Senf, Literature, Media, and Communication , current IUCC member
- Steven Girardot, Assoc. Vice Provost, Undergraduate Education

The subcommittee procedures document that is being drafted will address how these subcommittees operate.

2. The Committee discussed make up of two working groups. One to address issues related to the transfer of online courses and the other related to clarification of the language in the Minor guidelines.

The Registrar will conduct a Doodle poll to determine a meeting time for the working groups.

### **The working group on the Minor Guidelines will include:**

- Marc Smith, ME
- Lakshmi Sankar, AE
- Chen Zhou, ISyE
- Laura Hollengreen, ARCH
- Amy D'Unger, HTS
- Reta Pikowsky, Registrar

This working group is being charged with reviewing and recommending changes to clarify the language in the Minor Guidelines that are confusing to students and academic advisors. The Undergraduate Minor Guidelines are found on the website at the address below.

<http://www.catalog.gatech.edu/academics/minorguide.php>

**The working group on online courses will include:**

- Lisa Yaszek, LMC
- Jenny Singleton, Psychology
- Rhett Mayor, ME
- Reta Pikowsky, Registrar

This working group will review GT's current policy on the transfer of courses in online format and discuss difficulties in determining the format of courses from other institutions. It will also examine internal procedures or lack thereof for how GT oversees online courses and make recommendations to the IUCC for any changes in the transfer credit policy that seem warranted.

**Georgia Tech's current statement on online courses, on the transfer equivalency website)**

**DISCLAIMER: Transfer Articulation** is for reference only. Georgia Tech course equivalents are subject to change upon official evaluation by the Georgia Tech Office of the Registrar. The listing or exclusion of courses from this program does not reflect on the acceptability of the courses to Georgia Tech. If credit hours are listed, the credit hours reflect the maximum possible credits. Individually awarded credit may vary. If minimum grades are listed, they reflect the minimum grade generally allowed for the course. Please consult the catalog for additional information.

The courses in this equivalency table are presumed to be delivered in the traditional way. Currently, on-line versions of all Lab Science courses, International Affairs, Psychology, Economics and courses equivalent to HIST 2111 and HIST 2112 are not eligible for transfer credit consideration. In most cases mathematics are not eligible for consideration unless sufficient documentation is provided to show the course exams are proctored. If you are interested in taking the on-line versions of mathematics courses that meet this requirement, or have questions regarding this policy, please contact the Registrar's Office for more information.

**Information - Transfer Credit (on the Registrar's Office website):**

1. Georgia Tech does not offer correspondence courses and does not grant credit for correspondence courses taken at other institutions. Academic units reserve the right to take such things as delivery method into consideration. For example, on-line courses and computer-instructed courses may not be accepted by some academic units for credit.

3. The Committee asked that a “best practices” document be drafted and posted to the website that will serve to guide future committees on the roles, functions, and procedures of the Subcommittees. The Chair, Vice Chair and Secretary will draft a document and ask the Committee to review and endorse it at the next meeting.

### **Student Petitions**

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

All were approved except as noted:

- 7- Term withdrawal
- 4- Selective withdrawal **(1 Denied)**
- 3- 36- hour rule waiver **(1 Tabled)**
- 1- Grade mode change

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:

- 2- Late registration
- 2- Readmit after 1<sup>st</sup> dismissal for the Spring 2015 term
- 2- Use first instance of course to meet degree requirement despite F in second attempt
- 1- Substitute course to meet degree requirement
- 2- Use “D” in course to meet degree requirements
- 2- Waive department “D” rule
- 3- Count special topics course to meet minor requirement

Adjourned,

Reta Pikowsky  
Registrar