

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

**Tuesday, December 13, 2016**

**Present:** Scott (CEE), Pikowsky (Registrar), Coyle (ECE), Economou (CoD-ARCH), Goodisman (BIOS-BIOL), LeBlanc (CoD-ARCH), Millard-Stafford (BIOS-APPH), Potts (Vice Provost), Shepler (Exec. Liaison), Shook (ML), Smith (ME), Stasko (CoC-IC), Yaszek (LMC), Zhou (ISYE)

**Visitors:** Hodges (Registrar), Sonnenberg-Klein (VIP), Hammer (BIOS-BIOL), Reinhold (NROTC), Bush (NROTC), Boulard (ML)

**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.

**Academic Items**

1. A motion was made to *approve* a request from the School of Biological Sciences for a new course. The motion was seconded and approved.

**New Course – APPROVED**

BIOL 4744: Microbial Symbiosis & Microbiomes (3-0-3)

**Note:** The Committee offered a suggestion to page 2 of the syllabus to reference the Institute Excused Absence policy.

2. A motion was made to *approve* a request from the School of Modern Languages to add an attribute to an existing course. The motion was seconded and approved.

**Add Ethics Attribute to Existing Course – APPROVED**

FREN 4250 – Reading Les Miserable (3-0-3)

This course was approved March 29, 2016. The Committee requested the syllabus and Ethics supplemental form be updated to reflect how the course should be eligible to obtain the Ethics attribute.

The syllabus, course description, learning outcomes, and list of required texts were updated. The Ethics supplemental form was also updated to reflect the changes. Both forms have been uploaded to the ICC site.

3. A motion was made to *approve* a request from the Department of Naval Sciences to add an attribute to an existing course. The motion was seconded and approved.

### **Add Ethics Attribute to Existing Course – APPROVED**

NS 4332 Leadership and Ethics (3-0-3)

**Note:** During discussion of this request, the Committee clarified that a course approved with an Ethics attribute means that the course is eligible to be used to fulfill an Ethics requirement, but it is up to the discretion of the individual academic units which courses from the GT Catalog Ethics page should satisfy the Ethics requirement for each respective program.

4. A motion was made to *approve* a request from the Vertically Integrated Project Program for a new subject code. The motion was seconded and approved.

### **New Subject Code – APPROVED**

New Subject Code = VIP

There were 10 votes to approve and 3 abstentions.

**Note:** All new VIP courses will first be heard by the Provost Curriculum Committee before being presented to the IUCC.

## **Discussion Items**

1. The Registrar reported that there are several issues at hand regarding courses. Some of these issues were ones that were already on the table such as:
  - Whether there should be an automatic review process if a course is changed from face-to-face to online format. It would make sense that this would require a review since the New Course Proposal information with the initial creation of the course would have to change with a revised format. However, this has not been the practice to date.
  - Whether there should be an automatic review process if a course is changed to a “flipped classroom” format. This has not been the practice to date.

- Whether there should be an automatic review process if the delivery method of a course is altered in any way, such as it being partially online or technology supported in some way.
- Whether there should be an automatic review if the mode of presentation of an existing course has changed and needs to be revised.

Some of the new issues that have arisen derive from implementation of the new daily scheduling grid such as:

- Courses that operate differently than what their approved number of credit hours on the NCP indicated when they were initially approved. For example, if a course were approved as a 3-0-3 course, one would expect students to be scheduled for 3 hours per week.
- Courses cannot be scheduled for more hours per week than required by the number of credit hours they carry. For example, a 3 hour class cannot be expected to meet 4 or more hours per week.
- The unit of credit definition in the Catalog lays out what is expected in terms of credits granted for a course and what effort the student is expected to put forth. There seem to be discrepancies in various courses as to how they are operating in relation to how they were approved.

Dr. Colin Potts, Vice Provost for Undergraduate Education, noted that there are very good and valid reasons as to why a structure for assigning credit hours exists. There are requirements of the University System of Georgia, the Southern Association of Colleges and Schools, Commission on Colleges, Federal Title IV financial aid rules, and others that dictate the existence of definition, processes, and credit hours assigned with a structure in place.

It is also of the utmost importance that students be able to schedule classes each term and know that the time commitment to each class is reasonable, given the credit awarded for it.

Dr. Potts advised that he would contact Dr. Susan Cozzens (Vice Provost for Graduate Studies and Faculty Development) as well as other units on campus to gather feedback on creating a subcommittee to discuss this further in detail. He will report back in the February to the IUCC on the general sense of whether a subcommittee or working group should be formed to address these course delivery and scheduling issues.

The goal of the subcommittee or working group would be to examine how a unit of credit is defined, how courses and the credit hours are approved through the IUCC and IGCC, and how that should be interpreted for

scheduling. As the GT campus moves to a new scheduling grid, it is essential that each academic unit is accurately communicating expectations of the time that should be spent on a course to students and scheduling courses based on how each course is approved through the respective Committees.

Adjourned,

Reta Pikowsky, Registrar  
Secretary