

Institute Graduate Curriculum Committee
Minutes
Thursday, August 20, 2020
Conducted via Teams

Committee Members: Bruner (Grad Studies), Catalyurek (CSE), Davenport (ECE), Dey (ISYE), Dixon (ME-IGCC Vice Chair), Gunter (AE), Ferri (Vice Provost for Grad Educ), Ha (IC), Han (BIOS), Head (LMC), Koleshikov (BIOS), McIntyre (COB), Meredith (ChBe), Mulholland (CEE), Nie (BIOS), Phillips (OAE), Pikowsky (Registrar-Secretary), Sarojini (IGCC Student Rep), Stone (CRP), Tucker (FEB Liaison), Weiss (ML), Wu (COB)

Presenters/Visitors: Hodges (RO), Rasheed (RO)

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 Faculty Senate or the Executive Board. The President of the Institute also has authority over some areas.

Note: All votes are unanimous unless noted otherwise.

The Committee has a set minimum of 13 voting members to establish a quorum and conduct official business. Otherwise, business is still transacted and formally voted upon via email vote.

Start-up Matters

1. The Registrar welcomed new members to the Institute Graduate Curriculum Committee.
2. The Registrar asked that the Committee vote on the 2020-2021 meeting schedule that was distributed via email last week. The Committee voted to approve meeting dates for 2020-2021.

Note: The meeting dates are located on the Institute Curriculum Committee website, the Academic Calendar, and attached to the Minutes. The Registrar's Office will also be sending out calendar invitations to the Teams Meetings for Fall 2020 so those are on the Members' calendars. Agendas/reminders will be sent out via email a week prior and a day prior to meetings.

3. A motion was made to elect Dr. Karen Head as Chair for 2020-2021. The motion was seconded and approved.

4. A motion was made to elect Dr. Brandon Dixon as Vice-Chair for 2020-2021. The motion was seconded and approved.
5. A motion was made to confirm Reta Pikowsky, Registrar, as the IGCC Secretary (by statute). The motion was second and approved.
6. The Registrar reminded the Committee that an IGCC representative is needed to serve on the RCR (Responsible Conduct of Research). This will be revisited at the next IGCC meeting.
7. A motion was made to elect Dr. Brian Gunter as the IGCC representative on the Study Abroad Committee. The motion was seconded and approved.
8. The Committee delegated authority to Registrar (Reta Pikowsky) to act on certain petitions. The Registrar is hereby authorized to act on behalf of the Committee regarding petitions such as:
 - a. Term withdrawals
 - b. Change of grade mode
 - c. Full graduate standing
 - d. Readmission after 1st drop
 - e. Late registration
 - f. Cancellation of registration
 - g. Adjust course registration to correct CRN
 - h. Selective withdrawal
 - i. Three-hour rule waiver
 - j. Six-year rule waiver
 - k. Seven-year rule waiver
 - l. Allow course to count toward degree
 - m. Hour overload request
 - n. One-hour registration rule waiver
 - o. Other types of petitions when the documentation is clear and complete and the major School is in support
9. The Registrar reviewed meeting operations for 2020-2021.
 - a. All meetings are to be held over Microsoft Teams
 - b. Minutes are distributed and voted upon via email
 - c. Emergency actions may be requested via email (this will be a very rare request)
10. Dr. Ferri addressed the Committee with information about the Provost Curriculum Committee. The PCC was created as an ad hoc Committee about 10 years ago to provide some quality control over courses proposed by non-academic units (Library, Serve-Learn-Sustain, Center for Teaching and Learning, Center for Career Discovery and Development, etc.).

In academic units, there are several layers of oversight before a course is approved and then moves on to the ICCs. The PCC serves as this layer of overview and approval before moving on the ICCs. Currently, The Vice Provost for

Undergraduate Education, Dr. Colin Potts, and Vice Provost for Graduate Education and Faculty Development, Dr. Bonnie Ferri, call upon the Deans to recommend representatives to serve on the PCC. Dr.

The Vice Provosts believe that it is time that the PCC become more structured partly since there may be more requests for Special Topics courses as part of the mini-mester experiment that seems to have been very successful.

Dr. Ferri stated that membership for each year should be reported to the ICCs and inform the ICCs on how the PCC operates. This will be documented in IUCC and IGCC meeting minutes. Other questions arose such as, should members be voted upon like standing committees (even though this is not under Faculty Governance as a standing committee)?

Dr. Ferri advised she would circle back to the IGCC with a proposal on how to involve the ICCs with PCC.

11. Dr. Ferri proposed several future discussion items for the year:
 - a. PhD requirements: Institute and Program requirements
 - i. Institute requirements such as the residency and minor requirements
 - ii. Program requirements such as admission policies, timeline requirements (i.e., comp exam deadlines), better oversight of curriculum requirements (curriculum requirements should be relayed to the IGCC so they may be placed in the Institute Catalog to ensure Tech is in compliance with accreditation bodies)
 - b. Policy on how to operate meetings when stand-in members when elected members are unable to attend so a quorum is met at meetings
 - c. Faculty Executive Board endorsed two items:
 - i. Working group for faculty accountability for inconsistent quality of teaching (Task Force for Teaching Effectiveness). Dr. Ferri asked that IGCC representative be presented and to contact her to volunteer
 - ii. Schools/Colleges may establish additional ways to measure teaching effectiveness within the unit. She will share data on the problem areas during a future meeting.

Adjourned,

Reta Pikowsky
AVP of Enrollment Services/Registrar
Secretary of IUCC
Secretary, IGCC