Institute Graduate Curriculum Committee
Minutes
Thursday, October 08, 2020

Committee Members: Head (LMC), Dixon (ME), Bruner (Grad Studies), Catalyurek (CSE), Davenport (ECE), Erera (ISyE), Ferri (GRAD ED-FAC DEV), Gunter (AE), Dey (ISyE), Ha (IC), Han (BIOS), Hays (IC), McIntrye (COB), Meredith (CBE), Nie (BIOS), Peng (CS), Phillips (ACAD EFF), Pikowsky (REG), Tucker (FAC EXE BRD Liaison), Weiss (IAC-ML), Wu (COB)

Presenters/Visitors: Rasheed (REG), Hodges (REG), Jennings (Student Life), Taylor (CEE), Grover (CHBE), Sarojini (Grad Student)

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.

Discussion Items

1. Dr. Martha Grover, Chemical and Biomolecular Engineering/ADVANCE Professor for College of Engineering, presented information obtained by different studies that show that GRE scores are not a good indicator of how successful a student may be in a graduate program, and she noted that programs at other institutions (and, at Tech) have decided to permanently remove the GRE as an admission requirement. Dr. Grover answered questions about retaining or removing the GRE requirement from a program's admission criteria.

   It was noted as well, that the GRE (or similar testing requirements) is a program requirement, not a requirement of the institution, college, or school. Different programs within a School or College could have different admission criteria.

Changes in admission criteria after a program's creation must be vetted through the School or College and then through the IGCC. Although the IGCC acknowledges that individual programs set their admissions requirements (per the existing Catalog policy that states the GRE is the option of the program), IGCC does need to approve proposals for such changes to ensure that admission criteria for the various programs are properly recorded and that Catalog language accurately reflects the current practices. Representatives from the Office of Academic Effectiveness and the Office of Graduate Studies also noted that a clear line of notification is needed to ensure that our SACSCOC requirements are met. Admission requirements must be stated in the Catalog.

The Graduate Admissions website must also be kept up to date with appropriate admission criteria. Another concern is that the program may be listing in its Graduate Handbook admission criteria that are not consistent with information in the Catalog and/or the Graduate Admissions website. All information in all locations needs to be current and consistent.

It was also noted that the IGCC is generally in favor of what Schools/Colleges plan to do with admission requirements for programs as long as there is a clear plan in place for those actions and as long as the criteria are applied consistently and advertised clearly.

The Committee also discussed what other measures might be in place to determine student admission if the GRE requirement were to be discontinued. The Vice Provost for Graduate Education noted that admissions decisions can be more holistic, based on other criteria that could be determined as an appropriate rubric as designed by the program.

There was also a question as to whether existing programs, some approved many years ago, should be reviewed and asked to update their admission criteria to bring the Catalog fully up-to-date for all existing graduate programs. This would seem a good exercise to ensure that all the information is current.

There is a meeting scheduled for faculty of graduate programs to discuss other rubrics which may be created for admission standards. Following this meeting, the IGCC can discuss further as needed.

2. Due to COVID-19, several graduate programs have already decided to temporarily suspend the GRE from admission requirements. Some programs have also permanently removed the GRE from admission criteria for equitable purposes. The units were advised to send Graduate Studies and the Registrar's Office notices of these decisions.

Efforts will be made to work with programs to pull requirements from Graduate Handbooks to compare with proposals to see if any changes need to come to the IGCC so that the Catalog can be updated with accurate information.

The Registrar's Office will organize the current list of programs that are either permanently or temporarily suspending the GRE requirement and provide the list to the IGCC. It was noted that the list included in the agenda for this meeting was confusing in terms of whether it was the School/College or Program that had made the decision.

For Multidisciplinary programs, the Registrar's Office will note on the list all participating Schools/Colleges and whether the GRE is either permanently or temporarily suspended, or if the IGCC has not received any communication about that program's decision. The Registrar's Office is working on a spreadsheet to capture all this current information and will include it for the IGCCs review at the next meeting.

3. The Department of Biomedical Engineering addressed the IUCC with a question about creating placeholder courses used only to communicate with students via Canvas. The IUCC had major concerns about creating a course for this purpose and whether it was appropriate to have such a course appear on the transcript. The IUCC asked the department to investigate options within Canvas as a start for finding an alternative solution. The IGCC also shared the same concerns. The Registrar offered to work with BME will set up a meeting with Canvas to pursue other viable options.

4. The IGCC was presented with a membership list for the Provost Curriculum Committee. This Committee came into existence about 10 years ago as a way to provide some oversight and guidance for courses being proposed from non-academic units. It is being discussed that this Committee may become more active and may need to be transitioned as a formal subcommittee of the Institute Curriculum Committees. At this time, the members are appointed by Deans, but if they were moved under the ICCs as a subcommittee, then the members would be elected. This would help with oversight to this Committee.

More information will be provided as the discussions continue. The status quo will be in place for Spring 2021, so no changes would likely occur until academic year 21-22.

Academic Matters
1. A motion was made to table a request from the School of Industrial Design for new course proposals. The motion was seconded and approved.

NEW COURSES – TABLED
ID 6508: Shape Grammars (3-0-0-3)
ID 6730: Designing for Curiosity (3-0-0-3)

These courses were tabled due to missing information on the NCPs (more than one instructor should be listed to be able to teach a course and boiler plate items are missing from the syllabus). Also, it should be noted that X7XX course numbers indicate a cross-listing. The department should indicate if ID 6730 is meant to be cross-listed.

2. A motion was made to table a request from the School of Electrical and Computing Engineering for a new course. The motion was seconded and approved.

NEW COURSE – TABLED
ECE 6172: Cyber-Physical System Design and Analysis (3-0-0-3)

This course was cross-listed because the Committee had questions about the intent of the course. CS 7639 Cyber Physical Design and Analysis is listed as an equivalent. Is this course meant to be cross-listed? If so, the unit should consider using ECE 7639. The primary instructor is also an Aerospace Engineering faculty member. It is unclear about the intent to cross-list this course and with which other Schools.

3. A motion was made to approve a request from the School of Mechanical Engineering for a new course. The motion was approved.

NEW COURSE – APPROVED
ME 6335: Numerical Heat Transfer (3-0-0-3)

Petitions

1. A motion was made to approve administrative actions on student petitions. The motion was seconded and approved.

   The following petitions were reviewed administratively by the Registrar's office. (All approved except where noted.) Petitions were reviewed from 09/03/2020 to 10/08/2020.

   4- Term withdrawal
   1- Reinstate course dropped by accident
   1- Full-graduate standing
   16- Readmission after 1st drop, supported by the School
   1- Selective Withdrawal (with appropriate documentation)
   15- Six-year waiver
   6- Late Registration for the current term
   1- Count course toward degree earned in non-degree status
   1- Change grade mode for a course in the current term
   7- Cancel course registration for the current term (**2 Denied**)
   1- Count 9000 hours as 7000 hours for M.S. degree

1- Petition to return after withdrawing from the term, supported by the School
1- Adjust variable course hours in current term

Submitted by,

Reta Pikowsky
Associate Vice Provost and Registrar
Secretary, IGCC