NO IPC MEETING IN JULY 2004
NO IPC MEETING IN AUGUST 2004
NO MEETING IN SEPTEMBER 2004
INSTRUCTIONAL POLICIES COMMITTEE
MINUTES
October 12, 2004

The IPC met for its regular monthly meeting at 1:30 p.m. on Tuesday, October 12, 2004, in Wyly Tower 1647 with the following members present:

Dr. Alice Hunt, Mr. Kevin Cuccia (Library Alternate), Dr. E. J. Miller, Dr. Jim Nelson, Dr. Ray Newbold, Dr. Nathan Ponder, Dr. Bob Toburen, Mr. Bob Vento, Dr. Elizabeth Wibker, and SGA Representative Pat Dunn.

The following actions were taken:

1. Dr. Bob Toburen was reelected Chair of the Committee. (Hunt/Wibker)
2. Dr. Nathan Ponder was elected Vice Chair of the Committee. (Miller/Hunt)
3. The minutes of the IPC meeting of June 8, 2004, were approved as written. (Wibker/Nelson)
4. Proposals from the College of Applied and Natural Sciences were presented by Dr. Alice Hunt.

COLLEGE OF APPLIED & NATURAL SCIENCES

School of Human Ecology

to CHANGE Minor in Consumer Studies

Approved effective Winter 2004-05 (Hunt/Newbold)

CHANGE Minor in Merchandising

Approved effective Winter 2004-05 (Hunt/Dunn)

The purpose of the meeting having been accomplished, the meeting was adjourned at 1:40 p.m.
The IPC met for its regular monthly meeting at 1:30 p.m. on Tuesday, November 9, 2004, in Wyly Tower 1647 with the following members present:

Dr. Alice Hunt, Mrs. Judy Irvin, Dr. Don Kaczvinsky, Dr. Connie LaBorde, Dr. E. J. Miller, Dr. Ray Newbold, Dr. Nathan Ponder, Dr. Kenneth Roskelley (CAB Alternate), Dr. Bob Toburen, and Dr. Elizabeth Wibker.

The following actions were taken:

The minutes from the meeting of October 12, 2004, were approved as written. (Wibker/Miller)

**COLLEGE OF APPLIED & NATURAL SCIENCES**

School of Biological Sciences

To **CHANGE** Minor in Environmental Science

**APPROVED** effective Spring 2004-2005 (Newbold/Hunt)

**COLLEGE OF ENGINEERING & SCIENCE**

To **ADD** NSE 201: Fundamentals of Nanosystems Engineering

**APPROVED** effective Spring 2004-2005 with a correction to the hours specified. The description should read (3-1-2 rather than 0-2-2). (Ponder/LaBorde)

**COLLEGE OF LIBERAL ARTS**

To **CHANGE** Art 225: Drawing

Art 331: Introduction to Printmaking

**APPROVED** effective Fall 2005-2006 (Kaczvinsky/Wibker)
To **ADD** Art 174:  Introduction to Digital Manipulation with Computers

**APPROVED effective Winter 2005-2006 (Kaczvinsky/Wibker)**

To **CHANGE** Art 473:  Image Manipulation with Computers for Artists

**APPROVED effective Fall 2005-2006 (Kaczvinsky/Hunt)**

To **ADD** Art 378:  History and Aesthetics of Photography

**APPROVED effective Fall 2005-2006 (Kaczvinsky/Irvin)**

To **DROP** Art 472:  History and Aesthetics of Photography

**APPROVED effective Fall 2005-2006 (Kaczvinsky/Miller)**

To **CHANGE** Art Photography Curriculum

**APPROVED effective Fall 2005-2006 (Kaczvinsky/Irvin)**

The purpose of the meeting having been accomplished, the meeting was adjourned at 1:55 p.m.
The IPC met for its regular monthly meeting at 1:30 p.m. on Tuesday, December 14, 2004, in Wyly Tower 1647 with the following members present:

Dr. Tim Bisping, Ms. Judy Irvin, Dr. Don Kaczvinsky, Dr. Connie LaBorde, Dr. E. J. Miller, Dr. Jim Nelson, Dr. Ray Newbold, Dr. Nathan Ponder, Dr. Larry Sellers (ANS Alternate), Dr. Bob Toburen, Mr. Bob Vento, and Dr. Elizabeth Wibker.

The following actions were taken:

The minutes from the meeting of November 9, 2004, were approved as written. (Wibker/Miller)

**COLLEGE OF ADMINISTRATION & BUSINESS**

To **ADD**

- CIS 315: Problem Solving and Introduction to Programming
- CIS 325: Enterprise Systems and Integration

**APPROVED** effective Fall 2005-2006 (Wibker/Bisping)

**COLLEGE OF ENGINEERING & SCIENCE**

To **ADD**

- CSC 486: Introduction to Biocomputing

**APPROVED** effective Spring 2004-2005 (Nelson/Ponder)

To **CHANGE**

- Chemistry Curriculum (B.S.)

**APPROVED** effective Fall 2005-2006 (Nelson/Ponder)

The purpose of the meeting having been accomplished, the meeting was adjourned at 1:40 p.m.
The Instructional Policies Committee met for its regular monthly meeting at 1:30 p.m. on Tuesday, February 15, 2005, in Wyly Tower 1647 with the following members present:

Dr. Tim Bisping, Mrs. Judy Irvin, Dr. Donald Kaczvinsky, Dr. Connie LaBorde, Ms. Michelle Martin, Dr. E. J. Miller, Dr. Jim Nelson, Dr. Ray Newbold, Dr. Nathan Ponder, Dr. Bob Toburen, Mr. Robert Vento, Dr. Elizabeth Wibker, and SGA Representative Pat Dunn

Due to the absence of the IPC Chair, Dr. Toburen, IPC Vice Chair, Dr. Nathan Ponder presided over the meeting. The following actions were taken:

The minutes from the meeting of December 14, 2004, were approved as written. (Wibker/Laborde)

**COLLEGE OF ADMINISTRATION & BUSINESS**

- **to CHANCE** Computer Information Systems Curriculum (B.S.)
  
  **APPROVED** effective Fall Quarter 2005-2006 (Wibker/Nelson)

- **to CHANCE** Management/Business Management and Entrepreneurship Curriculum (B.S.)
  
  **APPROVED** effective Fall Quarter 2005-2006 (Wibker/Miller)

- **to CHANCE** Management/Human Resources Management Curriculum (B.S.)
  
  **APPROVED** effective Fall Quarter 2005-2006 (Wibker/Bisping)

- **to CHANCE** Marketing Curriculum (B.S.)
  
  **APPROVED** effective Fall Quarter 2005-2006 (Wibker/LaBorde)

- **to CHANCE** Minor in Entrepreneurship
  
  **APPROVED** effective Fall Quarter 2005-2006 (Wibker/Bisping)

At this time Dr. Toburen arrived and assumed the Chair of the meeting.
COLLEGE OF APPLIED & NATURAL SCIENCES

Department of Agricultural Sciences

to CHANGE
ANSC 220: Introduction to Horsemanship
ANSC 340: Horse Evaluation
ANSC 411: Horse Production
ANSC 440: Equine and Livestock Operations

APPROVED effective Fall Quarter 2005-2006 (Newbold/Miller)

to ADD
ANSC 221: Horsemanship/Equitation

APPROVED effective Fall Quarter 2005-2006 with addition to hours in description to read 3-0-1(3) (Newbold/Miller)

ANSC 222: Horse Behavior/Training I
ANSC 223: Horse Behavior/Training II (with addition to hours in Description to read 6-0-2(3)

APPROVED effective Fall Quarter 2005-2006 (Newbold/Miller)

ANSC 442: Current Topics in Equine Science

APPROVED effective Fall Quarter 2005-2006 (Newbold/Miller)

to DROP
ANSC 322: Horse Behavior/Training I
ANSC 420: Horse Behavior/Training II
ANSC 324: Yearling Foal Management
ANSC 330: Intermediate Horsemanship
ANSC 460: Advanced Horsemanship

APPROVED effective Fall Quarter 2005-2006 (Newbold/Miller)

to CHANGE
Animal Science Curriculum (B.S.)

APPROVED effective Fall Quarter 2005-2006 (Newbold/Nelson)

Department of Health Information Management

to CHANGE
Health Information Technology Curriculum (A.S.) – increasing hours from 72 to 75

APPROVED effective Fall Quarter 2005-2006 (Newbold/Nelson)
COLLEGE OF EDUCATION
Curriculum, Instruction, and Leadership

To DELETE Mathematics Education Middle Grades (Grades 4-8) Curriculum
Science Education Middle Grades (Grades 4-8) Curriculum

To ADD Mathematics/Science Education Middle Grades (Grades 4-8) Curriculum

APPROVED effective Summer Quarter 2005 (LaBorde/Miller)

To CHANGE Art Education Curriculum (B.A.)

APPROVED effective Summer Quarter 2005 (LaBorde/Miller)

To CHANGE Music Education Curriculum (B.A.)

APPROVED effective Summer Quarter 2005 (LaBorde/Miller)

To CHANGE EDCI 450: Improving Instruction of Art
EDUC 463: Materials and Methods in Teaching Art
MUPD 464: Elementary Music Methods
MUPD 465: Secondary Vocal Methods
MUPD 466: Secondary Instrumental Methods

APPROVED effective Summer Quarter 2005 with corrections to description (change to read Preq., Admission to the teaching program) (LaBorde/Miller)

Health and Exercise Sciences

K-12 Health & Physical Education Certifying

To ADD HES 113: Instructional Strategies in Physical Education

APPROVED effective Fall Quarter 2005-2006 (LaBorde/Miller)

To CHANGE HES 255: Individual Sports and Physical Activity
HES 256: Aerobic Conditioning, Strength Conditioning, and Aquatics
HES 265: Team Sports and Group Activities

APPROVED effective Fall Quarter 2005-2006 (LaBorde/Nelson)
to **ADD**  
HES 420: Sports and Society  
HES 440: Materials and Methods in Physical Education and Health Education for Elementary Schools  

**APPROVED** effective Fall Quarter 2005-2006 with change to description to read (Preq., Admission to the teaching program) (LaBorde/Miller)  

to **CHANGE**  
HES 457: Materials and Methods in Teaching Middle & Secondary School Health and Physical Education  

**APPROVED** effective Fall Quarter 2005-2006 (LaBorde/Nelson)  

to **DROP**  
HES 251: Materials and Methods in Teaching Elementary School Physical Education  
HES 305: Materials and Methods in Health Education in Schools  
HES 340: Materials and Methods in Physical Education and Health Education for Elementary Schools  

**APPROVED** effective Fall Quarter 2005-2006 (LaBorde/Miller)  

to **CHANGE**  
Health & Physical Education Certifying Curriculum (B.S.)  

**APPROVED** effective Fall Quarter 2005-2006 (LaBorde/Miller)  
Kinesiology/Health Promotion Curriculum (B.S.)  

**APPROVED** effective Fall Quarter 2005-2006 with recommendation that the curriculum format be clarified (LaBorde/Miller)  

**COLLEGE OF ENGINEERING & SCIENCE**  

to **CHANGE**  
CMEN 304: Transport Phenomena  
MENT 211: Intermediate Strength of Materials  
MENT 313: Elementary Fluid Mechanics  
MENT 334: Thermodynamics II  
MENT 351: Computer-Aided Modeling  
MEEN 382: Basic Measurements  
ELEN 223: Electrical Circuits II  
ELEN 232: Intro to Digital Design  
ELEN 311: Intro to Electric and Magnetic Fields  
BIEN 225: Biomedical Systems  
BIEN 301: Biomedical Fluid Mechanics & Biomedical Energy Transport
BIEN 325:  Bioinstrumentation  
INEN 402:  Intro to Operations Research

All above APPROVED effective Fall Quarter 2005-2006 (Nelson/Ponder)

to  CHANGE  Industrial Engineering Curriculum (B.S.)

APPROVED effective Fall Quarter 2005-2006 (Nelson/Ponder)

COLLEGE OF LIBERAL ARTS

to  ADD  ISTY 401:  National Student Exchange

APPROVED effective Fall Quarter 2005-2006 with addition to hours in description to read 8-12 (36)  (Kaczvinsky/Irvin)

School of Architecture

to  ADD  IDES 316:  History of Interiors

APPROVED effective Fall Quarter 2005-2006 with corrected typographical error in description to read ARCH 231 instead of 331 (Kaczvinsky/Ponder)

to  CHANGE  IDES 357:  Interior Design Theory & Issues III

APPROVED effective Fall Quarter 2005-2006 (Kaczvinsky/Miller)

to  DROP  IDES 457:  History of Furniture I  
IDES 458:  History of Furniture II

APPROVED effective Fall Quarter 2005-2006 (Kaczvinsky/LaBorde)

to  CHANGE  Interior Design Curriculum (B.I.D.)

APPROVED effective Fall Quarter 2005-2006 (Kaczvinsky/LaBorde)

Department of English

to  ADD  ENGL 307:  Contemporary Literary Theory and Criticism

APPROVED effective Fall Quarter 2005-2006 (Kaczvinsky/LaBorde)

to  ADD  ENGL 450:  Capstone Course

APPROVED effective Fall Quarter 2005-2006 (Kaczvinsky/Irvin)
to **CHANGE** English Curriculum (B.A.)

**APPROVED** effective Fall Quarter 2005-2006 with change in the proposed curriculum printout to read **English 450** rather than **Capstone** in the senior year (Kaczvinsky/Miller)

The purpose of the meeting having been accomplished, the meeting was adjourned at 2:50 p.m.
NO MEETING IN MARCH 2005
MEMORANDUM

TO: Instructional Policies Committee
    Dr. Tim Bisping
    Dr. John Brewer
    Dr. Alice Hunt
    Mrs. Judy Irvin
    Dr. Donald Kaczvinsky
    Dr. Connie LaBorde
    Dr. E. J. Miller
    Dr. Jim Nelson
    Dr. Ray Newbold
    Dr. Nathan Ponder
    Dr. Bob Toburen
    Mr. Robert Vento
    Dr. Elizabeth Wibker
    SGA Representative Pat Dunn

FROM: Marilynn Ringheim

DATE: March 9, 2005

SUBJECT: POLL VOTE of the Instructional Policies Committee

Since we are on a tight catalog revision deadline, please call me as quickly as possible at 4262 with your POLL VOTE of the attached proposals from the School of Performing Arts

COLLEGE OF LIBERAL ARTS

School of Performing Arts

To CHANGE MUPD 430: Voice Pedagogy (1-1-2)(4)

To MUPD 430: Voice Pedagogy I (3-1-2); Preq. Pass the Double Jury

To ADD MUPD 431: Vocal Pedagogy II

The above proposals were approved on a poll vote of the Instructional Policies Committee on March 10, 2005.

Approved IPC 3/10/05
Approved CADs 3/15/05
Approved President 3/21/05
MEMORANDUM

TO: Instructional Policies Committee
   Dr. Tim Bisping
   Dr. John Brewer
   Dr. Alice Hunt
   Mrs. Judy Irvin
   Dr. Donald Kaczvinsky
   Dr. Connie LaBorde
   Dr. E. J. Miller
   Dr. Jim Nelson
   Dr. Ray Newbold
   Dr. Nathan Ponder
   Dr. Bob Toburen
   Mr. Robert Vento
   Dr. Elizabeth Wibker
   SGA Representative Pat Dunn

FROM: Marilynn Ringheim

DATE: March 14, 2005

SUBJECT: POLL VOTE of the Instructional Policies Committee

Please review the attached proposal for the new Nanosystems Engineering degree program. A few of the courses listed in the curriculum have prerequisites that are not a part of the new degree program. Engineering is in the process of changing those prerequisites so there will be no discrepancies. Those changes will be submitted as “minor changes” through Dr. Rea.

These forms were not submitted at the February IPC meeting because the program had not been formally approved by the Board of Regents at that time. Now that the program has been approved and we are receiving a significant amount of national publicity, it is critical that we get this information into the next catalog.

Please call me as quickly as possible at 4262 with your POLL VOTE of the attached proposal from the College of Engineering and Science or email me at ringheim@latech.edu.

COLLEGE OF ENGINEERING & SCIENCE

To ADD
   PHYS 412: Introduction to Solid State Physics
   NSE 301: Nanosystems Engineering Research Seminar
   NSE 401: Nanosystems Engineering Senior Design I
   NSE 402: Nanosystems Engineering Senior Design II
   NSE 403: Nanosystems Engineering Senior Design III
   B.S. Curriculum in Nanosystems Engineering

The above proposals were approved on a poll vote of the Instructional Policies Committee on March 14, 2005.

Approved IPC 3/14/05
Approved CADS 3/15/05
Approved President 3/21/05
MEMORANDUM

TO: Instructional Policies Committee

Dr. Tim Bisping
Dr. John Brewer
Dr. Alice Hunt
Mrs. Judy Irvin
Dr. Donald Kaczvinsky
Dr. Connie LaBorde
Dr. E. J. Miller

Dr. Jim Nelson
Dr. Ray Newbold
Dr. Nathan Ponder
Dr. Bob Toburen
Mr. Robert Vento
Dr. Elizabeth Wibker
SGA Representative Pat Dunn

FROM: Marilynn Ringheim

DATE: March 16, 2005

SUBJECT: POLL VOTE of the Instructional Policies Committee

Please review the attached proposals from the College of Engineering and Science to drop these Electrical Engineering courses from the catalog.

Please call me as quickly as possible at 4262 with your POLL VOTE or email me at ringheim@latech.edu.

COLLEGE OF ENGINEERING & SCIENCE

To DROP

ELEN 241: Introduction to Microcomputers
ELEN 386: Electrical Equipment for Buildings
ELEN 402: Electrical Design
ELEN 403: Electrical Design
ELEN 404: Electrical Design
ELEN 412: Signal Transmission
ELEN 435: Electronics
ELEN 441: Computer Systems Interfacing
ELEN 451: Special Topics
ELEN 491: Machine Vision

The above proposals were approved on a poll vote of the Instructional Policies Committee on March 17, 2005.

Approved IPC 3/17/05
Approved CADS 3/31/05
Approved President 4/08/05
MEMORANDUM

TO: Instructional Policies Committee

Dr. Tim Bisping
Dr. John Brewer
Dr. Alice Hunt
Mrs. Judy Irvin
Dr. Donald Kaczvinsky
Dr. Connie LaBorde
Dr. E. J. Miller

Dr. Jim Nelson
Dr. Ray Newbold
Dr. Nathan Ponder
Dr. Bob Toburen
Mr. Robert Vento
Dr. Elizabeth Wibker
SGA Representative Pat Dunn

FROM: Marilynn Ringheim

DATE: March 21, 2005

SUBJECT: POLL VOTE of the Instructional Policies Committee

Please review the attached proposal from the College of Applied and Natural Sciences, Division of Nursing to change the hours in the catalog.

Please call me as quickly as possible at 4262 with your POLL VOTE or email me at ringheim@latech.edu.

COLLEGE OF APPLIED & NATURAL SCIENCES

Division of Nursing

To CHANGE NURS 110: Introduction to Application of the Nursing Process

(to change the hours from 8-0-3 to 12-0-3 to accurately reflect the student contact)

The above proposals were approved on a poll vote of the Instructional Policies Committee on March 21, 2005

Approved IPC 3/21/05
Approved CADS 3/31/05
Approved President 4/08/05
NO MEETING IN APRIL 2005
MEMORANDUM

TO: Instructional Policies Committee
   Dr. Tim Bisping  Dr. Jim Nelson
   Dr. John Brewer  Dr. Ray Newbold
   Dr. Alice Hunt  Dr. Nathan Ponder
   Mrs. Judy Irvin  Dr. Bob Toburen
   Dr. Donald Kaczvinsky  Mr. Robert Vento
   Dr. Connie LaBorde  Dr. Elizabeth Wibker
   Dr. E. J. Miller  SGA Representative Pat Dunn

FROM: Marilynn Ringheim

DATE: April 8, 2005

SUBJECT: POLL VOTE of the Instructional Policies Committee

Since the attached is the only proposal I have received for the next IPC meeting, we will not meet in April for our regularly scheduled meeting. Please call me (4262) or email me at ringheim@latech.edu with your POLL VOTE.

COLLEGE OF APPLIED & NATURAL SCIENCES

School of Biological Sciences

To ADD BISC 423: Essentials of Endocrinology

The above proposal was approved on a poll vote of the Instructional Policies Committee on April 13, 2005.

Approved IPC 4/13/05
Approved CADs 4/25/05
Approved President 5/04/05
NO IPC MEETING IN MAY 2005
TO: Instructional Policies Committee
Dr. Tim Bisping  Dr. Jim Nelson
Dr. John Brewer  Dr. Ray Newbold
Dr. Alice Hunt  Dr. Nathan Ponder
Mrs. Judy Irvin  Dr. Bob Toburen
Dr. Donald Kaczvinsky  Mr. Robert Vento
Dr. Connie LaBorde  Dr. Elizabeth Wibker
Dr. E. J. Miller  SGA Representative Pat Dunn

FROM: Marilynn Ringheim

DATE: May 3, 2005

SUBJECT: POLL VOTE of the Instructional Policies Committee

The Instructional Policies Committee will NOT meet in May. Please review the attached proposal from the School of Architecture to add the B.S. in Architectural Studies degree replacing the Bachelor of Architecture degree which was terminated by the Board of Regents.

As soon as possible, either call me at 4262 or email me at ringheim@latech.edu with your POLL VOTE. Thank you.

The above proposal was approved on a poll vote of the Instructional Policies Committee on May 11, 2005. The Director of the School of Architecture clarified one concern with a prerequisite of PSYC 102 for PSYC 455. That requirement has been waived for architecture degree students.

Approved IPC 5/11/05
Approved CADS 6/7/05
Approved President 6/27/05