

University Committee on Courses and Curricula
Mississippi State University
May 3, 2023

Members

Present: Kathleen Alley, Randy Campbell, Tom Carskadon, Brian Davis, Nathan Drake, Dana Franz, Carlen Henington, Trey Howell, Stephanie Hyche, Caroline Kobia, Brad Lang, Cate Mocal-King, Rob Moore, Emily Owen, Tommy Parker, Andy Perkins, George Popescu, Suzanne Powney, Matthew Priddy, Ann Olivia Radicioni, Aswathy Rai, Lindon Ratliff, Rebecca Robichaux-Davis, Wendy Roussin, Sam Schuh, Emily Shaw, Lesley Strawderman, Jenny Turner, Amy Wilber, Jeff Winger

Excused: Russell Carr, Padmanava Dash, Kate Gregory, Kris King, James Sobaskie

Absent: Brian Baldwin

Guests: Jonathan Barlow, Machaunda Bush, Amy Dapper, Amanda Diegel, Richard Harkess, Richard Human, Julie Jessop, Stephanie King, Matt Lavine, Melanie Loehwing, Victor Martins, Danielle Molina, Whitnee Nettles, Ginger Pizer, Courtney Siegert, Brandy Roberts, Susan Seal, Ty Stafford

Proxies: Kylie Forsyth for Kenna Vowell, Katy Richie for Lynda Moore

Perkins called the meeting to order at 1:30 p.m. in the Trotter Room of the Center for Advanced Vehicular Systems in the Research Park.

Henington moved to approve the minutes from the March 24, 2023 UCCC meeting. Priddy seconded the motion. The minutes were approved.

Henington moved to approve the proposed revisions to the UCCC By Laws. Priddy seconded the motion. A copy of the proposed UCCC By Laws revisions is attached to the minutes. Lang moved to amend Roman numeral VIII to VII since the existing VII is being deleted and adding the word "curriculum" to Article II, Section D after the phrase ". . . for addition to the General Education. ." Powney seconded the motion. The motion to amend the proposed revisions was approved. The motion to approve the proposed revisions was approved as amended.

Franz, Director of Academic Quality, presented information about General Education mathematics courses. Franz recommended adding MA 1213 Math in Your World and MA 1453 Precalculus to the General Education mathematics courses approved at the September 2, 2023 UCCC meeting. Franz indicated the mathematics courses will be made effective for new students in Fall 2023 and retroactive for current students. UCCC members questioned how the AOP that outlines general education courses will be revised. Franz indicated the AOP will be revised by a Provost Change. Franz explained forms are being collected from each department that indicates how the reduction in mathematics general education hours from six (6) to three (3) will be handled for each academic program. Robichaux-Davis moved to add MA 1213 and MA 1453 to the list of General Education mathematics courses. Henington seconded the motion. The motion was approved.

Priddy moved to approve the consent agenda. Mocal-King seconded the motion. Perkins explained having both 8000 and 9000 research hours for graduate students was confusing. Therefore only 9000 research hours will be used in the future, and the courses in the consent agenda make that possible. The prefixes for the 9000 courses are ABE, ACC, ADS, AEC, AELC, AN, ARC, ART, ASE, BCH, BIO, BIS, CCL, CE, CH, CHE, CMB, CME, CO, COE, CSE, CVM, EC, ECE, EDA, EDE, EDL, EDS, EDX, EN, ENE, EPP, EPY, FDM, FIN, FLF, FLG, FLS, FNH, FO, GE, GG, GNS, GR, HDFS, HED, HI, ID, IE, KI, LA, MA, ME, MGT, MKT, MU, PH, PHY, PO, PPA, PS, PSY, PSS, RDG, SBP, SO, ST, and TECH. The motion was approved.

Henington moved to revise all Master program research hours from 8000 to 9000. Powney seconded the motion. Drake, who updates the Graduate Catalog, indicated he can make the revisions in the Graduate Catalog. The motion was approved.

Perkins recognized UCCC members whose terms were expiring and thanked them for their service.

Priddy moved to the modifications, addition of Campus 1 (Starkville) and addition of Campus 5 (Distance Education) for HCA 4013 and HCA 4803. Davis seconded the motion. The subcommittee that reviewed the course proposals made the following observations for HCA 4103: the letter or memo of support should be signed; the distance education questions need answers that are more specific; UCCC members asked if the Campus 1 and Campus 2 students are attending the class online because that is how the syllabus outlines the course; while the description of instruction indicates the Campus 1 and Campus 2 courses are face to face, other general information refers to watching videos and joining the online environment for class discussion boards; in the Attendance and Late Policies section of the syllabus, it indicates "all absences are considered unexcused until documentation is submitted to and accepted by the professor for consideration to justify the conversion of an unexcused absence to an excused absence" and this statement is in conflict with University policy; the syllabus should define what constitutes late to class since "three lates" will be considered equivalent to one unexcused absence; the syllabus provides: "Assignments will accrue a 10% late penalty per day. No assignment will be taken after the fourth day it is late . . ." so information about excused absences should be added to this statement. For HCA 4803, the subcommittee members observed: the letter or memo of support should be signed; the distance education questions need answers that are more specific; in the Attendance and Late Policies section of the syllabus, it indicates "all absences are considered unexcused until documentation is submitted to and accepted by the professor for consideration to justify the conversion of an unexcused absence to an excused absence," so this statement is in conflict with University policy; the syllabus should define what constitutes late to class since "three lates" will be considered equivalent to one unexcused absence; and the syllabus provides: "Assignments will accrue a 10% late penalty per day. No assignment will be taken after the fourth day it is late." Information about excused absences should be added to this statement. Mocal-King moved to table the course proposals. R. Moore seconded the motion. The motion to table was approved with one member abstaining.

Priddy moved to approve the modification, addition of Campus 1 (Starkville), and the addition of Campus 5 (Distance Education) for HCA 4443. Davis seconded the motion. The subcommittee that reviewed the course proposals observed: the letter or memo of support should be signed; the distance education questions need answers that are more specific; the make-up policy should cite AOP 12.09; and the syllabus indicates that the student must work a minimum of 100 hours during the internship. For internships AOP 12.12 requires 50 hours of work for each credit hour. For a three hour credit course, 150 hours would be needed. The journal entry outline contains contact hours also. UCCC

members asked how those contact hours are included in the course. Campbell moved to table the course proposal. Strawderman seconded the motion. The motion to table was approved.

Priddy moved to approve the addition of ABE 4433/6433. Howell seconded the motion. The subcommittee that reviewed the proposal observed: in the curriculum outline in the syllabus, online lectures are included for course days that fall during university holidays; the fall holidays should be acknowledged and contact hours should not be included for those days; the contact hours should be reconfigured after those corrections are made; and if the grading scale is for both undergraduate and graduate students, please indicate that on the syllabus. Mocal-King moved to pass the proposal contingent upon the above concerns being addressed. Howell seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve modification of the BS in Data Science. Davis seconded the motion. The subcommittee that reviewed the program proposal observed a letter of support is needed from Biology for the inclusion of BIO 1004 in the curriculum. Powney moved to pass the proposal contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the addition and inclusion of distance education for a Graduate Minor in Data Science and the modification of the MS in Data Science. Davis seconded the motion. UCCC members discussed if minors should have learning outcomes. The motion was approved.

Priddy moved to approve the modification of the Environmental Sciences in Agricultural Systems. Davis seconded the motion. The motion was approved.

Roussin moved to approve the modification of the Bachelor of Music Education. Powney seconded the motion. UCCC members observed the Mathematic General Education requirements in the program of study should be updated. Robichaux-Davis moved to pass the program proposal contingent upon the above concern being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Strawderman moved to approve the modification of the BA in Music. Rai seconded the motion. UCCC members observed the Mathematic General Education requirements in the program of study should be updated. Priddy moved to pass the program proposal contingent upon the above concern being addressed. Carr seconded the motion. The motion to pass contingent was approved.

Henington moved to approve the addition and inclusion of distance education for LSK 4103/6103 and LSK 4113/6113. Kobia seconded the motion. The subcommittee that reviewed the proposal observed the syllabi should contain descriptions of the required projects and should reference the University syllabus, so the duplicated information can be deleted. The cost of the devices and the platforms that are required should be included in the syllabi. If equipment will be provided in the lab, those details should be included in the syllabus. For LSK 4113/6113, the undergraduate grading scale equals 95%. Mocal-King moved to pass the proposals contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Lang moved to approve the addition of BIO 4111. Campbell seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Lang moved to approve the additions of AN 4363/6363 and BIO 4124/6124; and the addition of distance education for BCS 3413 and BCS 3423. Campbell seconded the motion. For AN 4363/6363, the subcommittee that reviewed the proposals observed the section on missed and late assignments is not in compliance with University policy. If the absence is excused, the student has one week from the return to campus or class to make up the work. With an excused absence, the student is not required to notify the student before a missed exam because that is not always possible. The words "should try" could be inserted for "must" in that section of the syllabus. For the Graduate Student grade breakdowns, it references the undergraduate descriptions of each graded activity, but the point values are different. UCCC members questioned if the activities are different. For BIO 4124/6124 the subcommittee members observed in the syllabus under make-up exams, it indicates that "make-up exams must be scheduled within one week from the end of the excused absence." This phrase should be revised to indicate "make-up exams must be scheduled one week from the return to campus." For BCS 3413, the subcommittee members observed the grading should provide for excused absences; the late work policy should provide for excused absences; and a graded attendance policy is provided in the syllabus, but attendance is not included in the grading scale. For BCS 3423, the subcommittee members observed the late work policy should provide for excused absences. Mocal-King moved to pass the proposals contingent upon the above concerns being addressed. The motion to pass contingent was approved.

Lang moved to approve modification and addition of distance education for BIO 3213. Campbell seconded the motion. The subcommittee that reviewed the proposal observed the syllabus indicates exams will consist of multiple choice, fill in the blank, and some short answer/essay questions if the student can take the course within 24 hours before the deadline. If students miss the 24 hours window for exams or do not ask for an extension of the window in time, the makeup exams consist of 10 essays questions that must be printed and completed by hand. AOP 12.09 indicates if a student misses an exam due to an excused absence, the student must be given an opportunity to take "a comparable evaluation prior to or after the absence." UCCC members were concerned that the two methods of examination were not comparable or equivalent. Howell moved to pass the proposal contingent upon the above concerns being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

Lang moved to approve the modification of AN 1344. Campbell seconded the motion. The subcommittee that reviewed the proposal observed the following wording is contained in the syllabus: *"Unless particular needs require that you take notes on a laptop (request will have to be processed through Student Support Services), laptops and tablet computers are prohibited in class. Frequently engaging in any of the above activities, especially if you are caught and the matter is discussed with the instructor, will result in points being deducted from your final course grade at the instructor's discretion."* Subcommittee members pointed out this statement is not in compliance with University policy. Professionalism or something similar could be included in the grading outline that deals with this matter. The section on missed and late assignments is not in compliance with University policy. If the absence is excused, the student has one week from the return to campus or class to make up the work. In the catalog description, the method of instruction should be changed back to: "Three hours lecture. Two hours laboratory." Two hours of laboratory each week, creates enough contact hours to equal one hour credit. UCCC members could not determine how you calculated the worth of the in class questions under Methods of Evaluation and Standards of Achievement. Henington moved to pass the proposal contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Lang moved to approve the addition of distance education for BCS 3433. Campbell seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus there is no description of the assignments, but there is a grading rubric for the projects. Additional information about the exams should be added to the syllabus. An attendance policy is provided in the syllabus, but attendance is not included in the grading scale. The late work policy should provide for excused absences. Roussin moved to table the proposal. Alley seconded the motion. The motion to table was approved.

Lang moved to approve the addition of BIO 4423/6423. Campbell seconded the motion. The subcommittee that reviewed the proposal observed the syllabus does not give any details on the writing assignments or exams which together are 90% of the grade. Also in the syllabus (at the top of page 2), it indicates that the class meetings will be for 1¼ hours. The class meetings should be counted as 1½ hours instead to obtain the contact hours that are needed for a 3 credit hours course. Mocal-King moved to pass the proposal contingent upon the above concerns being addressed. Howell seconded the motion. The motion to pass contingent was approved.

Lang moved to approve the modification of AN 1143. Campbell seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus under attendance how students will be counted if they scan into class 6 to 9 minutes late. The policy does not provide for how that attendance will be graded. UCCC members questioned what is the difference between being occasionally late and regularly late since these terms are not defined in the syllabus. UCCC observed that Campus 1 students are graded on attendance and participation while Campus 5 students are not, even though the course is synchronous. UCCC members questioned if this policy is equitable. The policy about make up exams, extensions or alternative course work should include the phrase “unless it is an excused absence.” The policy about no late work is accepted 10 days after the assignment is due should include the phrase “unless it is an excused absence.” Recitation assignments are 40% of the grade for Campus 1 and Campus 5. More information about how the grade will be determined should be included in the syllabus. Henington moved to pass the proposal contingent upon the above concerns being addressed. Howell seconded the motion. The motion to pass contingent was approved.

Lang moved to approve the addition of an undergraduate minor in Historic Preservation. Campbell seconded the motion. The subcommittee that reviewed the proposal observed the proposal only describes two out of the three required courses. The proposal details two optional courses students can take or any 6 hours from related courses approved by the coordinator. Those courses are apparently architectural design requirements but fall into the overall list of optional electives. UCCC members questioned why those courses were differentiated. UCCC members observed ARC 6623 is a required course for an undergraduate minor and questioned if ARC 4623 should be required instead. The minor lists the option of taking different routes to obtain the remaining six hours above the required course. This information should be stated more clearly. The text states: “ARC 4536 Architectural Design IV-A or ARC 5589 Architectural Design V-B with approval by the HPM Coordinator and the SARC director (6 credits).” The second course listed is 9 hours. Having (6 credits) listed as applying to both classes is confusing. Allen moved to table the proposal. Roussin seconded the motion. The motion to table was approved.

Mocal-King moved to approve the additions of CH 3311, CH 3313, CH 4601. Howell seconded the motion. The subcommittee that reviewed the proposal recommended approval of the proposals. The motion was approved.

Mocal-King moved to approve the modification of CH 3212. Howell seconded the motion. The subcommittee that reviewed the proposal observed there were not enough contact hours for the laboratory method of instruction. Priddy moved to pass the proposal contingent upon the above concern being addressed. Rai seconded the motion. The motion to pass contingent was approved.

Mocal-King moved to approve the addition of CO 3363. Howell seconded the motion. The subcommittee that reviewed the proposal observed a midterm exam is mentioned under General Class Information/Exams, but the midterm exam is not listed in the Methods of Evaluation. UCCC members felt the Professional grade should be labeled Attendance because professionalism implies more than attendance. If the section continues to be labeled Professionalism, then the professionalism aspect needs to be more developed. The lecture and lab contact hours are indicated for each week, but the subject areas that are covered in each are not distinctive. UCCC members indicated the subject areas need more specificity. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Alley seconded the motion. The motion to pass contingent was approved.

Mocal-King moved to approve the addition and inclusion of distance education for EN 4383/6383, the modifications of HI 4823/6823 and HI 4863/6862, the addition of MA 4343/63343, and the modification and inclusion of distance education for PSY 4323/6323. Howell seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Strawderman moved to approve the modifications of the BA in Liberal Arts/Political Communication; the BA in Chemistry/Pre-Health Professional; the BA in English; the BS in Chemistry/A.C.S., Pre-Medical, Pre-Pharmacy; and the BS in Microbiology. Dr. Whitney Nettles appeared on behalf of the Chemistry proposals. She indicated a large number of free electives are included to give pre-pharmacy students an opportunity to meet the requirements for pharmacy school. The subcommittee that reviewed the program proposals recommended approval. The motion was approved.

Strawderman moved to approve the modification of the BSW in Social Work. Rai seconded the motion. The subcommittee that reviewed the proposal observed SW 4543 Social Work Family Violence is in the right hand (proposed) column of the curriculum outline. The course number is incorrect and should be revised. Priddy moved to pass the program proposal contingent upon the above concern being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

Strawderman moved to approve the BS in Biological Sciences. Rai seconded the motion. The subcommittee that reviewed the program proposal observed in the Microbiology program proposal (on the same agenda as the Biological Sciences program proposal), footnote 3 in the Additional Department Requirements section provides: "Students in the pre-professional/graduate track must take BCH 4603. Students in the career track must take BCH 4013." That same footnote is not in the Biological Sciences program proposal. UCCC members questioned if the footnote should be in the Biological Sciences program proposal also. Alley moved to pass the program proposal contingent upon the above concern being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Robichaux-Davis moved to approve the addition and inclusion of distance education for ASE 2711, ASE 3721, and ASE 3731. Campbell seconded the motion. The subcommittee that reviewed the proposals observed in the syllabi under Missed Assignment/Examination Policy, under the first bullet, "invalid reason" should be revised to "unexcused reason." Committee members felt this is a small change that can be relayed to the initiator by the UCCC Office. The motion was approved.

Robichaux-Davis moved to approve the addition of PTE 3331, and the addition and inclusion of distance education for CHE 4693/6693. Campbell seconded the motion. The subcommittee that reviewed the proposals observed for PTE 3331 that Swalm 0001 should be removed from the attendance policy since it is uncertain where the course will be located. Course objectives are stated as goals instead of in terms of what the learner will be able to do upon completion of the course. While the course is pass/fail, UCCC members felt it was inappropriate that a student could pass with a 70 without completing any of the assignments since the assignments are worth 25% of the grade. The students need an incentive to complete the assignments. UCCC members observed page 4 of the syllabus could be removed since it is not general information. For CHE 4693/6693 in the syllabus under Grading Components, the two tests are listed as a total of 85% of the course grade. The worth of each test should be specified. In the syllabus under Grading Components, Attendance/Class Participation is worth 5% of the grade. Details about how attendance and participation will be evaluated or measured should be provided. In the Grading System outline there is an overlap in the grading scale for 90, 80, 70, and 60. UCCC members were observed that a three hours split level course should include course objectives that go beyond "define, describe and explain," and there should be more than three learning objectives. UCCC members asked if the first time a student receives a grade is at the midterm exam. Roussin moved to pass the proposals contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Robichaux-Davis moved to approve the modifications of the BS in Forestry and the BS in Natural Resources and Environmental Conservation. Campbell seconded the motion. The subcommittee that reviewed the program proposals recommended approval for both program proposals. The subcommittee noted in the Forestry program proposal on page 3 of the curriculum outline under Social/Behavioral Sciences (Gen. Ed), EC 2113 and EC 2123 both are named Macroeconomics. EC 2123 should be named Microeconomics. Committee members felt this is a small change that can be relayed to the initiator by the UCCC Office. The motion was approved.

Roussin moved to approve the additions of MGT 9313 and MGT 9713. Powney seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Roussin moved to approve the modifications of EDE 8133, EDE 8143, and RDG 3413. Powney seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Roussin moved to approve the modifications of EDE 2443 and EDE 8113. Powney seconded the motion. The subcommittee that reviewed the proposals observed for EDE 2443 and EDE 8113 in the syllabi under Attendance, the student should inform the instructor in advance of an absence "if possible." It is not always possible to anticipate an excused absence. Priddy moved to pass the proposals contingent upon the above concern being addressed. Alley seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the modification of the BACC in Accountancy. Powney seconded the motion. The subcommittee that reviewed the program proposal recommended approval. The motion was approved.

Roussin moved to approve the modifications of the BBA/Bachelor of Business Administration and the BBA/Bachelor of Business Administration/Supply Chain Logistics/International Business. Powney

seconded the motion. The subcommittee that reviewed the program proposals observed for the BBA/Bachelor of Business Administration, the letters of support were not attached to the program proposal. For the BBA/ Bachelor of Business Administration/Supply Chain Logistics/International Business, the subcommittee suggested a letter of support from the Arts and Sciences Dean would be appropriate due to the revisions made. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Alley seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the modification of the BS in Elementary Education: Early Childhood and Middle School. Powney seconded the motion. The subcommittee that reviewed the program proposal observed a letter of support were not attached to the program proposal. MA 1313 College Algebra should be moved to the Core because the course is no longer a General Education course. The major core for the ECHD concentration is listed as 54 hours (and 15 hours of concentration), and the major core for the MDSC concentration is listed as 60 hours (and 9 hours of concentration). The hours and major core courses should be the same. TECH 4763 and EPY 4103 could be moved to the MDSC concentration. The courses that were added to the program of study must also be cleared of any contingencies. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Alley seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve modification of the MS in Educational Leadership: Student Affairs and Higher Education. Powney seconded the motion. Dr. Danielle Molina appeared in support of the program proposal. UCCC members suggested that some of the courses appear to award credit for work currently done at existing jobs. Perkins indicated that he would discuss this issue with Dr. Peter Ryan in the Provost Office. Robichaux-Davis moved to pass the proposal contingent upon the above issue being resolved. Alley seconded the motion. The motion to pass contingent was approved.

The meeting included a break for lunch. Roussin moved to adjourn the meeting. The motion was seconded by Powney. The motion was approved. The meeting was adjourned at 1:10 p.m.