

**Mississippi State University**  
**University Committee on Courses and Curricula**

**Meeting Minutes**

**November 15, 2024**

**Present:** Amy Adkerson, Hayden Anderson, Sawyer Bowering, Randy Campbell, Patricia Cordero-Irizarry, Brian Davis, Jagman Dhillon, Nathan Drake, Kiley Forsythe, Dana Franz, Donna Gordon, Alexis Gregory, Kate Gregory, Evan Kaplan, Attila Karsi, Kris King, Brad Lang, JuYoung Lee (voted proxy via Aswathy Rai), Tawny McCleon, Danielle Molina, Rob Moore, Brittany Moore-Henderson (voted proxy via Attila Karsi), Lynn Palmer, Tommy Parker, Narcisa Pricope, Matthew Priddy, Aswathy Rai, Neeraj Rai, Rebecca Robichaux-Davis, Amber Robinson, Wendy Roussin, Barry Stewart (voted proxy via Jagman Dhillon), Lesley Strawderman, Jacob Tschume, Kenna Vowell, Kimberly Woodruff, Hunter Yelverton

**Excused:** Andy Perkins, Lindon Ratliff

**Guests:** Amy Barton, College of Engineering; Daphne Knox, College of Engineering; Ginger Pizer, English

**Meeting Location:** Trotter Room, Center for Advanced Vehicular Systems

Campbell called the meeting to order at 1:33

Robichaux-Davis moved to approve the minutes of the October 18, 2024 meeting. Karsi seconded the motion. The motion to approve the minutes was approved.

Dr. Franz shared with the committee that the Associate Deans Council has approved for the UCCC to develop a process for notifying departments that have syllabi missing from CIM in order to have a complete historical record of approved syllabi for all courses. This process will not include syllabus review at this time.

Strawderman moved to approve the modification of AAS 2003. A. Rai seconded the motion. Some of the concerns discussed included: Global is missing from the title in the syllabus and Honorlock is suggested as an alternative to lockdown browser. The justification for distance says “University wide Social Science elective” but the Gen. Ed box is not checked in CIM. Neither of the cross listed courses (GS and CO 2003) have this box checked either, so this sentence needs to be clarified. If the department does wish to offer it as Gen. Ed, a letter of support from the General Education Committee will be needed. Rai moved to pass the course proposal contingent upon the stated concerns being addressed. Lang seconded. The motion to pass contingent was approved.

Strawderman moved to approve the modification of GR 2313. A. Rai seconded the motion. The subcommittee that reviewed the course proposal recommended approval. The motion was approved.

Strawderman moved to approve the addition of LIN 4403/6403, LIN 4413/6413, LIN 4623/6623, and LIN 4633/6633. A. Rai seconded the motion. Some of the concerns discussed included: LIN 4403/6603 needs an explanation for how exams and quizzes will be administered for distance students. All of these courses are cross listed as well and need accompanying technical changes to as “Same as LIN...”

language to the course descriptions. Most of the have already been submitted but a few require slight revision. Robichaux-Davis moved to pass the course proposals contingent upon the stated concerns being addressed, and the proper technical changes being received. Lang seconded. The motion to pass contingent was approved.

Strawderman moved to approve the modification of FLS 4653/6653 and MA 4253/6253. A. Rai seconded the motion. The subcommittee that reviewed the course proposals recommended approval. The motion was approved.

Gordon moved to approve the addition of EDE 4303 and EDE 4323. Lang seconded the motion. Some of the concerns discussed included: These courses were tabled in September, and many issues were addressed and revised, with the following exceptions: Letters of support and justification still contain references to BAS program that was rejected by UCCC last spring. The program will be resubmitted but this language may still need to be revised. Certain assessments are still duplicated in the syllabus. Concerns over hybrid delivery (less than 50% of contact hours can be online) and attendance monitoring across deliveries not addressed. EDE 4303 “Same as” language in course description needs to be corrected. “If the student has an excused absence, the student will need to discuss submission with the instruction to not receive a plenty” contains misspelling and is ambiguous. Additional issues include; Cross listed HDFS courses have yet to be resubmitted, but the department still plans to offer them. Catalog descriptions no longer match between syllabi and CIM, though they did in September. Robichaux-Davis moved to pass the course proposals contingent upon the stated concerns being addressed. Molina seconded. The motion to pass contingent was approved.

Gordon moved to approve the addition of KI 2304. Lang seconded the motion. Some of the concerns discussed included: This course was tabled in September, and some issues were addressed and revised, with the following exceptions: Relative due dates for exams and assignments still missing from the course schedule. There is still great inequity between face to face and online deliveries. “If the student fails to view 100% of the lecture material, they will be marked absent for that week and receive a “0” for any assignment or exam that was not completed during that time” while not having an equivalent policy for face to face students. Exams are listed as open book for online but not for face to face. “Group-paced” activities are listed for distance but not face to face students. Hours by topic need to be broken down further when there is more than three hours. The course also needs a forthcoming letter of support from the General Education Committee. A. Rai moved to table the course proposal based upon the stated concerns. Robinson seconded. The motion to table was approved.

Gordon moved to approve the modification of EP 4153/6153. Lang seconded the motion. Some of the concerns discussed included: Relative dates for exams and assignments need to be added to the course schedule. The penalty for late work is up to 10% of the entire course grade which seems excessive. Notifying the instructor within a week of an excused absence may not always be possible. The section in the syllabus referencing lab assignments for distance students should be removed as the course has no lab component. The course also requires 100% viewing for distance students and discussion boards are mentioned in CIM but not the syllabus. A literature review being the only additional requirement for graduate students is not considered sufficiently rigorous, nor is 80% of the course grade coming from open book exams. Robichaux-Davis moved to pass the course proposal contingent upon the stated concerns being addressed. Moore seconded. The motion to pass contingent was approved.

Gordon moved to approve the addition of MU 2573 and MU 3543, and the modification of MUA 2050. Lang seconded the motion. The subcommittee that reviewed the course proposals recommended approval. The motion was approved.

Gordon moved to approve the addition of TECH 2653. Lang seconded the motion. Some of the concerns discussed included: The letter of support is for a program and does not mention the specifics of the course itself. Relative due dates for exams and assignments should be added to the course schedule, along with the number of quizzes and exercises. Details for how distance students will complete assignments are missing. Robichaux-Davis moved to pass the course proposal contingent upon the stated concerns being addressed. Moore seconded. The motion to pass contingent was approved.

Moore moved to approve the modification of EPP 8113. Karsi seconded the motion. Some of the concerns discussed included: The course description does not match between CIM and the syllabus in describing hours. CIM say 2.5 hours lab, which is not possible, and the syllabus say 2 hours lab. Neither of these combine with 1 hour lecture to equal 3 credit hour so this is a major discrepancy. Prior notification of absence is not always possible so this language needs to be changed and a reference to AOP 12.09 included. Priddy moved to table the course proposal based upon the stated concerns. Lang seconded. The motion to table was approved.

Moore moved to approve the addition of ARC 4643/6643. Karsi seconded the motion. Some of the concerns discussed included: BIPOC and LGBTQ are heavily included in the course goals and learning objectives, but are absent from the course description. Late work policy should include a reference to AOP 12.09. Robinson moved to pass the course proposal contingent upon the stated concerns being addressed. Lang seconded. The motion to pass contingent was approved.

Moore moved to approve the addition of the Graduate Certificate in Geography and Geology Community College Teaching. Karsi seconded the motion. The subcommittee that reviewed the program proposal recommended approval. The motion was approved.

Moore moved to pass the modification of the MS in Geosciences contingent upon the following concerns being addressed. Karsi seconded the motion. Some of the concerns discussed included: There are several typos that need to be corrected. In the right hand column of the curriculum table, GR 8233 should be GG 8233, GR 8803 should be GR 8833, and 15 should be added to the hours column next to “Geosciences Electives”. The motion to pass contingent was approved.

Robichaux-Davis moved to approve the addition of ASE 4712 and ASE 4722. Karsi seconded the motion. Some of the concerns discussed included: The method of instruction field in CIM states that these are seminar classes, while the course description states that they are laboratories. The number of contact hours listed is not appropriate for the number of credit hours under either of these methods so this requires clarification. The learning objectives should be called “outcomes” and are identical across both courses, which does not demonstrate progression. The methods of evaluation are quite brief and do not clearly align with the grading breakdown. Assignments are weighted with percentages but the grading scale is not carried out to two decimals. Quizzes are mentioned in the course expectations, but are not included in the methods of evaluation or grading breakdown. Priddy moved to table the course proposals based upon the stated concerns. Strawderman seconded. The motion to table was approved.

Robichaux-Davis moved to approve the addition of CSE 2633 and the modification of GE 3513. Karsi seconded the motion. Some of the concerns discussed included: CSE 2633’s letter of support is for a program and does not mention the specifics of the course itself. GE 3513 does not have the modified title in the provided syllabus. Both courses need to revise their learning outcomes to be properly labeled and to be more measurable, and need to provide technology requirements for distance students. GE 3513 also does not list specific details for any campus other than campus 1. Priddy moved to pass the course proposals contingent upon the stated concerns being addressed. Strawderman seconded. The motion to pass contingent was approved.

Robichaux-Davis moved to approve the addition of CSE 1263 and ECE 4693/6693. Karsi seconded the motion. Some of the concerns discussed included: CSE 1263 does not have a list of Methods of Evaluation or details about how distance students will complete assignments. The letter of support is not clear and only states that the course number is being changed. Points distribution does not use point and does not describe each weighted assessment. ECE 4693/6693 syllabus is unorganized as does not include the course description. Attendance, participation, and grading policies are incomplete and contradictory. There are no additional requirements for graduate students. Both courses lack technology requirements for distance students and need to revised learning outcomes need to be more measurable. Priddy moved to table the course proposals based upon the stated concerns. Lang seconded. The motion to table was approved.

Robichaux-Davis moved to approve the addition of GE 4101. Karsi seconded the motion. The subcommittee that reviewed the course proposal recommended approval. The motion was approved.

Roussin moved to adjourn. Lang seconded the motion. Motion to adjourn was approved and the meeting was adjourned at 2:59.