

**University Committee on Courses and Curricula**  
**Mississippi State University**  
**November 15, 2019**

Members

Present: Tracey Baham, Randy Campbell, Russell Carr, Kathy Dooley, Nathan Drake, Dana Franz, Julie Jessop, Pat Matthes, Qingmin Meng, Rob Moore, Emily Owen, Prem Parajuli, Tommy Parker, Andy Perkins, Tommy Phillips, Matthew Priddy, Wendy Roussin, Kathy Sherman-Morris, Darrell Sparks, Barry Stewart, Marian Swindell, Jenny Turner, Jeff Winger, Chien Yu

Excused: Amy Adkerson, Heather Alexander, Cody Coyne, Amy Crumpton, Padmanava Dash, Trey Howell, Jes Miller, Sarah Helen Skelton, Brad Trinkle, Robert Wolverton

Absent: Michael Natrass

Guests: Kylie Forsythe, Steven Gwaltney, Wendy Herd, Stacy Hines, Ginger Pizer, Courtney Siegert, James Sobaskie, Joe Wilmoth, Jia Young

Franz called the meeting to order at 1:30 p.m. on Friday, November 15, 2019 in Room 324 of the Student Union. Dr. Susan Seal, Executive Director of the Center for Distance Learning, updated the UCCC members about distance learning at Mississippi State.

Stewart moved to approve the minutes from the October 18, 2019 UCCC meeting. Priddy seconded the motion. The minutes were unanimously approved.

Perkins moved to approve the addition of ADS 2202 Companion Animal Evaluation and the addition of distance education to ADS 2202. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was unanimously approved.

Perkins moved to approve the modification to AELC 8243 Administration and Supervision in Agricultural and Extension Education and the addition of distance education to AELC 8243. Priddy seconded the motion. Committee members were concerned that under the distance questions the third question needed a more complete answer, an attendance policy needs to be added to the syllabus, and the syllabus needs to include information about how distance students will participate. Roussin moved to pass AELC 8243 contingent upon the above concerns being addressed. Sparks seconded the motion. The motion to pass contingent was approved unanimously.

Perkins moved to approve the addition of FNH 4663/6663 Principles of Functional Foods, Nutrition and Health and the addition of distance education to FNH 4663/6663. Parajuli seconded the motion. Committee members were concerned the syllabus needs more information on how distance students will participate, and the narrative says there are four exams but only three exams are listed in the

grading section. Roussin moved to pass FNH 4663/6663 contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved unanimously.

Perkins moved to approve the addition of distance education to FNH 8263 Nutritional Genomics. Roussin seconded the motion. Committee members were concerned the “[w]ill the syllabus be revised?” button was not activated on the course proposal, so the revised syllabus is loaded in the wrong position. Priddy moved to pass FNH 8263 contingent upon the above concerns being addressed. Sparks seconded the motion. The motion to pass contingent was approved unanimously.

Perkins moved to approve the addition of FNH 8783 Plants and Nutraceuticals – Food as Medicine, the addition of distance education to FNH 8783, the addition of FNH 8793 Functional Nutrition in Chronic Disease Prevention and Management, and the addition of distance education to FNH 8793. Roussin seconded the motion. The subcommittee that reviewed these proposals recommended approval. The motion to approve was approved unanimously.

Roussin moved to approve the addition of distance education for HDFS 1813 Individual and Family Development through the Lifespan, HDFS 3823 Methods & Materials for Early Care and Education Programs, HDFS 4740 PreK-K Teacher Candidacy Internship, and HDFS 4760 Child Development Internship; and the modification and addition of distance education for HDFS 4424/6424 Teaching Methods in Agricultural and Human Sciences, and HDFS 4701 Internship Placement Seminar. Sparks seconded the motion. Committee members were concerned for HDFS 1813 about whether there would be a proctor or a lockdown browser required for tests and/or quizzes taken by Campus 5 students; for HDFS 3823 about whether there would be a proctor or a lockdown browser required for tests and/or quizzes taken by Campus 5 students, and more information needed to be included in the syllabus about how Campus 5 students participate in class and how to locate/get approval for a child care site for the lab (that information is not in the syllabus but is on the course proposal); for HDFS 4740 there are 600 maximum points, but the grading scale is based on 1000; for HDFS 4760 how the supervision evaluations are averaged and weighted should be explained more thoroughly; for HDFS 4424/6424, on the syllabus more information is needed about how the graduate section is different from the undergraduate section, and information is needed about whether the undergraduate and graduate sections will have the same grading scales; and for HDFS 4701 no revisions were recommended. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Roussin moved to approve the addition of distance education to HS 4702 Research and Application in Human Sciences. Parajuli seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved unanimously.

Sparks moved to approve the addition of CH 1073 Preparatory Chemistry, the addition of distance education to CH 1073, and the addition of CH 8433 Theory of Solution NMR Spectroscopy. For CH 1073, committee members were concerned that according to the class schedule each chapter is covered over a week’s time, but in the course outline not all of the chapters have the same contact hours which appears not to be consistent; in the course outline, the chapter exams should be 60 minutes each and the final exam should be allotted 3 hours; the syllabus should explain how discussion boards will be used for Campus 5 students; and the syllabus should explain how online exams will be proctored. For CH 8433, the committee members were concerned the proposal indicates the course may be repeated once

for credit, however no explanation is given about why this course should be repeatable; according to the syllabus, the two exams will be scheduled outside of normal class times/dates when all of the students can be present but these additional class periods should ideally be included in the initial scheduling of the course; and the syllabus indicates the grades may be curved at the instructor's discretion, however it does not say how the grades may be curved (up or down or both). Roussin moved to pass CH 1073 and CH 8433 contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Sparks moved to approve the addition of distance education to EN 4433/6433 Approaches to TESOL, the addition of distance education to EN 4453/6453 Methods in TESOL, and the addition of distance education to EN 4463/6463 Studies in Second Language Acquisition. Priddy seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was approved unanimously.

Sparks moved to approve the modification of EN 4443/6443 English Syntax and the addition of distance education to EN 4443/6443. Priddy seconded the motion. Committee members were concerned a grade breakdown is needed for the graduate students to show how the extra work is counted. Roussin moved to pass EN 4443/6443 contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Sparks moved to approve the addition of distance education to the TESOL Certificate Program. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved unanimously.

Stewart moved to approve the modification of the BA in English (Campus 1). Roussin seconded the motion. Committee members were concerned that if the minimum number of credit hours were taken in the categories with ranges students would only have 123 credit hours. An additional hour needs to be added in one of the categories with ranges. Priddy moved to pass the proposal contingent upon the above concern being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Stewart moved to approve the addition of FL 8333 Cultural Studies and the addition of distance education to FL 8333. Roussin seconded the motion. Committee members were concerned that distance students are required to attend 3 of 6 synchronous sessions. If distance students do not attend the sessions they are to watch the sessions and write 1 or 2 page reflections. It also indicates that distance students receive a 5% grade reduction if they miss 1 to 2 sessions, and 7% if they miss 3 sessions. It appears that not turning in a reflection for a missed session will result in the grade reductions, but it is not clear. The University Safety Statement needs to be added to the syllabus. Sparks moved to approve FL 8333 contingent upon the above concern being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Sparks moved to approve the addition of FLG 4123/6123 German Fairy Tales, the addition of distance education to FLG 4123/6123, the addition of FLG 8493 Nineteenth-Century German Drama, and the addition of distance education to FLG 8493. Roussin seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was approved unanimously.

Sparks moved to approve the addition of FLG 4203/6203 German Lyric Poetry, the addition of distance education to FLG 4203/6203, and the addition of distance education to FLG 4493/6493 Mysteries in Literature and Film. Roussin seconded the motion. For FLG 4203/6203, committee members were concerned the proposal did not explain how undergraduate distance students would give a partnered presentation. For FLG 4493/6493, on the top of the syllabus it says “face to face students may not take the Campus 5 version of the course” so this wording needs to be revised to “campus 1 students may not take . . .” and more information needs to be added for undergraduate distance students. Stewart moved to pass FLG 4203/6203 and FLG 4493/6493 contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved unanimously.

Sparks moved to approve the modification of FLS 4453 Spanish Culture 1898-1936 and the addition of distance education to FLS 4453. Priddy seconded the motion. Committee members were concerned the modules were not well defined in the syllabus. There appears to be 4 modules, but the text mentions 5 synchronous meetings for online students – one for each modules. Committee members also felt the graduate requirements need to be clarified, and there needs to be an explanation of how the additional reading fits into the grade scheme. Stewart moved to pass FLS 4453 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved unanimously.

Stewart moved to approve the addition of PSY 8011 Reading Seminar in Clinical Psychological Science. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval. The proposal was approved unanimously.

Stewart moved to approve the addition of distance education to the MA in Foreign Languages. Parajuli seconded the motion. Committee members were concerned the footnotes in the proposal were confusing because there are two footnotes numbered “1.” Committee members suggested numbering the footnotes 1, 2, & 3 instead of repeating the footnote numbers for thesis and non-thesis. For footnote 1 in both thesis and non-thesis, committee members thought the wording was not clear. Committee members suggested changing the wording to “Choose one course among the following list: . . .” Roussin moved to approve the addition of distance education to the MA in Foreign Languages contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the addition of distance education to BQA 2113 Business Statistical Methods I. Yu seconded the motion. Committee members were concerned Campus 1 students are allowed to bring a single one-sided cheat sheet for the exams, but this is not available for Campus 5 students and does not appear equitable. Roussin moved to pass BQA 2113 contingent upon the above concern being addressed. Yu seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the addition of MKT 4430/6430 Travel Study II. Yu seconded the motion. Committee members were concerned there was not a grading breakdown for graduate students. Sparks moved to pass MKT 4430/6430 contingent upon the above concern being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Priddy moved to approve the addition of the general education designation to MU 1173 Music of the Beatles. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved unanimously.

Carr moved to approve the modification of ME 4233/6233 Fundamentals of Finite Element Analysis. Sparks seconded the motion. Committee members were concerned the lack of information about the requirements for the final project for undergraduates did not allow the committee members to determine if the additional requirements for graduate students are adequate, and the important MSU dates on page 4 of the syllabus do not match the MSU Spring 2020 calendar. Parajuli moved to pass ME 4233/6233 contingent upon the above concerns being addressed. Moore seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the addition of an undergraduate minor in Applied Behavior Analysis. Sparks seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved unanimously.

Carr moved to approve the addition of a graduate certificate in Applied Behavior Analysis. Priddy seconded the motion. Committee members were concerned that some of the students may already have taken some of the courses previously and may need direction about how that affects their program of study. Committee members questioned if a student already has a Master's degree and has taken some of those 8000 level courses, will those courses apply, and if a student has taken the 4000 level portion of a split level as an undergraduate student, will that course apply. For that situation, the UCCC suggested the following wording be added: "An advisor will help a student select an appropriate course if a student has previously taken any of the split level courses as an undergraduate." Sparks moved to pass the proposal contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the modification of the MS and PhD in Educational Psychology. Roussin seconded the motion. Committee members were concerned there are changes proposed for the program that are not listed in the Summary of Changes on the first page of the document since all revisions should be listed on the front page of the document. Under the admission requirements for a Ph.D. in Educational Psychology with a concentration in School Psychology, it is unclear what is meant by "obtain a master's degree in School Psychometry." Committee members questioned if this means that if a student is accepted into the Ph.D. program must complete a Master's degree first. On the top of page 7 of the proposal, the paragraph that begins with: "As it stands . . ." needs to be rewritten to provide clarity. The answer to question 4 needs to be clarified also. The answer to question 5 on the salary range needs to be verified. Perkins moved to pass the proposal contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the modification of the PhD in Mechanical Engineering. Roussin seconded the motion. Committee members were concerned that in the narrative the total number of required hours of course work was changed to 41 from 42. While the graduate seminar requirement was reduced, it does not appear the number of hours of course work was reduced. Committee members were also concerned about modifications to the program about retaking the qualifying exam. Committee members were interested in how peer and peer plus institutions handle the make-up exams. For students who fail a portion of the qualifying exam, option "d" under that heading provides that research performance can be considered. This option needs more explanation. Committee members asked what will be the metrics used to measure research performance, and who decides if the research performance is sufficient to not retake the exam. Sparks moved to table the proposal. Stewart seconded the motion. The motion to table was approved unanimously.

Sparks moved to approve the modification of FO 4473/6473 GIS for Natural Resource Management and the addition of distance education for FO 4463/6463 Forest Hydrology and Watershed Management. Priddy seconded the motion. For FO 4473/6473, committee members were concerned the number of contact hours for the lecture needs to include one hour for the midterm and three hours for the final, so the lecture will account for 30 contact hours, and the University Safety Statement needs to be added to the syllabus. For FO 4463/6463, committee members were concerned the syllabus does not have an attendance policy. The syllabus mentions that make up exams will be given in cases where absences have been approved in advance or in the case of illness, but there is no mention of AOP 12.09 and excused absences. The syllabus does not explain how the discussion board will be implemented. Carr moved to pass the proposals contingent upon the above concerns being addressed. Perkins seconded the motion. The motion to pass contingent was approved unanimously.

Winger moved to approve the modification and addition of distance education to WFA 4223/6223 Wildlife Plant Identification; the addition and inclusion of distance education for WFA 8463 Human Dimension of Wildlife and Fisheries Conservation, WFA 8723 Conservation and Education Outreach Techniques, WFA 8733 Conservation Leadership, Management and Communication, WFA 8743 Aquatic Biodiversity Conservation, WFA 8753 Terrestrial Biodiversity Conservation, and WFA 8763 Capstone Project for Conservation Education; and the addition of distance education WFA 4513/6513 Current Topics in Human-Wildlife Interactions, and WFA 4623/6623 Conservation Biology. Carr seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was approved unanimously.

Winger moved to approve the addition and addition of distance education to WFA 4393/6393 Urban Wildlife Ecology, and WFA 8713 Program Development and Evaluation for Conservation Educators; the modification and addition of distance education to WFA 8343 Concepts in Ecology and Natural Resource Management, and the authorization to plan and addition of a MS in Conservation Education (Campus 1 and Campus 5). Carr seconded the motion. Committee members were concerned for WFA 4393/6393, that the catalog description on the course proposal and the program proposal do not match (it appears four words were dropped from the program proposal), and in the syllabus under "Make-up Policy" there is a reference to a section on "Take-home Exams" which is not included; for WFA 8343, the evaluation points do not add correctly; for WFA 8713, the grade level for "F" is incorrect; and in the program outline, instead of using the wording "Additional approved electives," committee members thought it would be more clear to use the wording "Additional electives as approved by graduate committee." Parajuli moved to approve the proposals contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved unanimously.

Sparks moved to approve the modification of CVM 5011 Professional Development I. Carr seconded the motion. Committee members were concerned that in the syllabus under Assignments and Exams, it suggests classwork cannot be made up. Under University policy, classwork may be made up for excused absences. Committee members felt it would be appropriate to define excused absences by including a link to AOP 12.09. Roussin moved to pass CVM 5011 contingent upon the above concern being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to adjourn. Roussin seconded the motion. The motion to adjourn was approved unanimously.