

University Committee on Courses and Curricula
Mississippi State University
December 5, 2019

Members

Present: Tracey Baham, Randy Campbell, Kathy Dooley, Nathan Drake, Dana Franz, Julie Jessop, Qingmin Meng, Rob Moore, Michael Nattrass, Emily Owen, Prem Parajuli, Tommy Parker, Tommy Phillips, Matthew Priddy, Wendy Roussin, Kathy Sherman-Morris, Barry Stewart, Marian Swindell, Brad Trinkle, Jenny Turner, Jeff Winger, Chien Yu

Excused: Amy Adkerson, Heather Alexander, Russell Carr, Cody Coyne, Padmanava Dash, Trey Howell, Jes Miller, Andy Perkins, Sarah Helen Skelton, Darrell Sparks, Robert Wolverton

Absent: Amy Crumpton, Marian Swindell

Proxy: Bob Wolverton for Pat Matthes

Guests: Clay Armstrong, Derris Burnett, Kylie Forsythe, Robert Grala, Lynda Moore, Anna Osterholtz, Susan Parr, Steve Pruett

Franz called the meeting to order at 1:30 p.m. on Friday, December 5, 2019 in Room 324 of the Student Union. Franz welcomed Michael Nattrass, the Graduate Student Council representative, to the meeting. Franz announced that in the future she will be appointing a subcommittee to review the bylaws.

Stewart moved to approve the minutes from the November 15, 2019 UCCC meeting. Priddy seconded the motion. The minutes were unanimously approved.

Parajuli moved to approve the modifications of EAP 5323 Academic Research and Writing and LSK 1101 Freshman Success Strategies. Priddy seconded the motion. For EAP 5323, committee members were concerned that in the proposal "Pass/Fail" is selected as the grade mode, but in the syllabus a 10 point grading scale is listed, and the University Safety Statement needs to be added to the syllabus. For LSK 1101, committee members were concerned "Pass/Fail" is selected as the grade mode, but in the syllabus a 10 point grading scale is listed, contact hours are not included in the syllabus, and the syllabus indicates there will be opportunities for bonus points throughout the semester, so committee members questioned how that will be factored into the student evaluation. Trinkle moved to pass EAP 5323 and LSK 1101 contingent upon the above concerns being addressed. Winger seconded the motion. The motion to pass contingent was unanimously approved.

Parajuli moved to approve the addition of distance education to ART 3163 History of Graphic Design. Priddy seconded the motion. Committee members were concerned the University Safety Statement was not included in the syllabus. Trinkle moved to pass ART 3163 contingent upon the above concern being addressed. Winger seconded the motion. The motion to pass contingent was unanimously approved.

Parajuli moved to approve the addition of AN 4333 Anthropology of Violence and the modification and the addition of distance education to CO 4233 Gender and Media. The subcommittee that reviewed the proposals recommended approval. The motion to approve was unanimously approved.

Parajuli moved to approve the proposals to change the names of the PhD and MS in Veterinary Medical Science. Priddy seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was unanimously approved.

Yu moved to approve the addition of distance education to MKT 4143/6143 Sales Management and MKT 4533 Marketing Research. Priddy seconded the motion. For MKT 4143/6143 committee members were concerned one of the prerequisites on the course proposal needs to be updated. On the syllabus, it indicates one of the prerequisites is MGT 3113 but on the proposal it is listed as MGT 3114. For MKT 4533, committee members suggested the learning objectives in the revised syllabus may need to be reworded. The way they are currently worded, the objectives cover the knowledge and content to be covered in the class instead of learning objectives. Trinkle moved to pass MKT 4143/6143 and MKT 4533 contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was unanimously approved.

Yu moved to approve the revised proposal to modify the BBA and minor in Marketing. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was unanimously approved.

Yu moved to approve the addition of RDG 8723 Seminar in Literacy Education and the addition of distance education to RDG 8723. Priddy seconded the motion. Committee members were concerned the grading scale for "F" was incorrect and needed to be revised. Trinkle moved to pass RDG 8723 contingent upon the above concern being addressed. Parajuli seconded the motion. The motion to pass contingent was unanimously approved.

Yu moved to approve the modification of the BS in Forestry. Priddy seconded the motion. Committee members were concerned in the program description it mentions there are five concentrations, but another concentration is being added, so the catalog description should reflect that. In the list of the concentrations the "and" should be moved to include the new concentration, and in the curriculum table on the right side, there are italicized words that need to be deleted or revised to a normal font. Parajuli moved to pass the modification of the BS in Forestry contingent upon the above concerns being addressed. Winger seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the modification of ADS 2313 Animal Behavior/Training and the addition of distance education to ADS 2313. Parajuli seconded the motion. Committee members were concerned the syllabus mentions "Suggested Student Activities" which probably should be "Required Student Activities"; the syllabus states: "For students enrolled in the distance section, closed-book portions of the exam must be proctored by a proctor approved following Center for Distance Education protocol," so information about how to find an approved proctor should be added to the syllabus; information needs to be added to the syllabus about how distance student view the lectures and complete the laboratories (info. is in the proposal but not the syllabus); committee members questioned why Campus 1 students will have access to animals provided by MSU while Campus 5 students may use his or her own animals and asked if Campus 1 students should be allowed to use their own animals if they have one; and questioned how the students receive credit for the laboratory. Priddy moved to pass ADS

2313 contingent upon the above concerns being addressed. Winger seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of ADS 3413 Companion Animal Nutrition and the addition of distance education to ADS 3413. Stewart seconded the motion. Committee members were concerned the syllabus states: "Participation for distance students will be monitored through activities appropriate for distance education teaching platform. ie: discussion boards, videos, etc." so there needs to be more information about how the platforms will be used (especially since class participation is a component for the final grade); in the syllabus there needs to be more information about what is required for the reflections component of the class; information needs to be added to the syllabus about how to find an approved proctor; and information needs to be added to the syllabus about how Campus 5 students will view the lectures, participate in discussion, and complete the laboratories. Priddy moved to pass ADS 3413 contingent upon the above concerns being addressed. Winger seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of ADS 4713/6713 Human-Animal Bond/Shelter Management and the addition of distance education to ADS 4713/6713. Parajuli seconded the motion. Committee members were concerned the syllabus states: "Participation for distance students will be monitored through activities appropriate for distance education teaching platform. ie: discussion boards, videos, etc." so there needs to be more information about how the platforms will be used (especially since class participation is a component for the final grade); the syllabus needs to include more information about the Concept Maps component of the class; and information needs to be added to the syllabus about how Campus 5 students will view the lectures, participate in discussion, and complete the laboratories. Stewart moved to pass ADS 4713/6713 contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the modification of AELC 4503/6503 International Agricultural Education and the addition of distance education to AELC 4503/6503. Parajuli seconded the motion. Committee members were concerned in the syllabus under class assignments (additional lesson plans and evaluation tools), it indicates there is a logic model assignment for the class. The syllabus does not inform students how it will be graded or further information about its requirements. Parajuli moved to pass AELC 4503/6503 contingent upon the above concern being addressed. Stewart seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of distance education to FNH 4293/6293 Micronutrients: Human Metabolism. Parajuli seconded the motion. Committee members were concerned the button "[w]ill the syllabus be revised?" should be activated so the syllabi are loaded in the correct places, the information in response to "[h]ow will the instructor engage in appropriate communication with individual students (i.e. office hours, after class discussions, etc.)?" in the proposal under "Distance Learning Questions" should be included in the syllabus; and the attendance policy should refer to AOP 12.09. Priddy moved to pass FNH 4293/6293 contingent upon the above concerns being addressed. Winger seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of FNH 8773 The Human Microbota and Optimal Health. Priddy seconded the motion. Committee members were concerned the information in response to "[h]ow will the instructor engage in appropriate communication with individual students (i.e. office hours, after class discussions, etc.)?" in the proposal under "Distance Learning Questions" should be included in the syllabus; there is a prerequisite in the course description located in the syllabus but not on the course

proposal; the syllabus states “[h]ard copies of the lecture slides will NOT be provided except for the course syllabus. Please be sure that your correct email address is on file with the University. Otherwise, emails sent through the Listserv will not reach you,” so committee members questioned if the lecture slides will be emailed to the Campus 1 students, and if not, Campus 5 students will still be able to obtain them. Natrass moved to pass FNH 8773 contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of GA 4101 MANRRS Leadership Development. Priddy seconded the motion. Committee members were concerned the contact hours were not included in the course outline in the syllabus, and the course description was not included in the syllabus. Parajuli moved to pass GA 4101 contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of distance education to HS 1701 Survey of Human Sciences. Parajuli seconded the motion. Committee members were concerned that the statement in the syllabus that no make-up exams will be given is in conflict with AOP 12.09. The syllabus does not contain an attendance policy or a reference to the university attendance policy. Winger moved to pass HS 1701 contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was unanimously approved.

Parajuli moved to adjourn. Priddy seconded the motion. The motion to adjourn was unanimously approved. The meeting was adjourned at 2:30 p.m.