

University Committee on Courses and Curricula
Mississippi State University
January 17, 2020

Members

Present: Heather Alexander, Tracey Baham, Padmanava Dash, Kathy Dooley, Dana Franz, Julie Jessop, Qingmin Meng, Rob Moore, Michael Nattrass, Emily Owen, Prem Parajuli, Tommy Parker, Andy Perkins, Tommy Phillips, Suzanne Powney, Wendy Roussin, Kathy Sherman-Morris, Sarah Helen Skelton, Darrell Sparks, Jenny Turner, Jeff Winger, Chien Yu

Excused: Amy Adkerson, Randy Campbell, Russell Carr, Cody Coyne, Nathan Drake, Trey Howell, Matthew Priddy, Barry Stewart, Marian Swindell, Brad Trinkle, Robert Wolverton

Proxy: Bob Wolverton for Pat Matthes

Guests: Kristen Campbell, Soyoun Lim, Lynda Moore, Danielle Nadorff, Anna Osterholtz, Joe Wilmoth, Weichieh Yu

Franz called the meeting to order at 1:30 p.m. on Friday, January 17, 2020 in Room 324 of the Student Union. The UCCC Office received one nomination for the UCCC Chairperson for 2020-2021, and the nomination was Dr. Dana Franz. Franz was unanimously reelected UCCC Chairperson for 2020-2021. Franz announced the Meridian campus is currently completing applications to teach courses by a hybrid method of delivery. Franz will share the form the Meridian campus faculty members are completing to outline out they plan to teach the hybrid courses. Franz announced she met with MSU library officials to discuss recommendations to the IHL Library Task Force. The IHL Library Task Force is determining how library needs are assessed when new programs are added. One suggestion discussed at the meeting was a letter of support be required from the library when a new program is added. Franz announced the February UCCC meeting will be at the Trotter Room of the Center for Advanced Vehicular Systems Research Park.

Perkins moved to approve the modifications and addition of distance education to ADS 4511/6511 Companion Animal Management Laboratory and ADS 4513 Companion Animal Management. Roussin seconded the motion. For ADS 4511/6511, the subcommittee observed there needed to be more information in the syllabus about how distance students participate in the class including how the distance students break into groups and complete the “how to” activity, and there needed to be more of an explanation about why the course is being revised from a 2000 level course to a 4000/6000 level course. For ADS 4513, the subcommittee would like to see more information in the syllabus about how distance students participate in the class including how the distance students break into groups, in the method of evaluation the points add up to 500 instead of the 600 indicated on the syllabus, and the total number of contact hours are 45 instead of the 30 indicated on the syllabus. Parajuli moved to pass ADS 4511/6511 and ADS 4513 contingent upon the above concerns being addressed. Sparks seconded the motion. The motion to pass contingent was unanimously approved.

Perkins moved to approve the addition of HDFS 3853 Language and Literacy in the Early Years and the addition of distance education to HDFS 3853. Sparks seconded the motion. The subcommittee that reviewed the proposal was concerned in the Methods of Evaluation and Standards of Achievement section, the Video Demonstration of Reading to Engage is valued at 30 points, but in the Evaluation section the activity is valued at 20 points (this is an issue for both syllabi); under Evaluations, the Outline of Two Million Words Chapters 1-4, it indicates it is worth 40 points, but in the list several spaces over, it indicates it is worth 50 points (this is an issue for both syllabi); and the subcommittee questioned how this course is different from the current College of Education course and suggested requesting a letter from the College of Education explaining the differences or indicating the support for the new course. Parajuli moved to pass HDFS 3853 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was unanimously approved.

Perkins moved to approve the addition of AN 4343/6343 Anthropology of Death. Sparks seconded the motion. The subcommittee that reviewed the proposal observed the number of points in the method of evaluation add correctly for the undergraduates but add only to 195 for the graduate students, the first sentence on page 5 of the syllabus seems to have a typographical error in it (the second "the" in the sentence appears to need to be deleted), and some formatting was lost in the grading scale in the Graduate Student Requirements portion of the proposal. Dooley moved to pass AN 4343/6343 contingent upon the above concerns being concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was unanimously approved.

Perkins moved to approve the addition of CH 8223 Bioinorganic Chemistry. Sparks seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve CH 8223 was unanimously approved.

Perkins moved to approve the modification of PSY 3853 Introductory Psychological Statistics. Yu seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve PSY 3853 was unanimously approved.

Perkins moved to approve the modification of CVM 8992 Principles of Polychromatic Flow Cytometry. Sparks seconded the motion. The subcommittee that reviewed the proposal was concerned the syllabus does not include the contact hours, and the policy to make up assignments is not in accordance with AOP 12.09. Parajuli moved to pass CVM 8992 contingent upon the above concerns being addressed. Sparks seconded the motion. The motion to pass contingent was unanimously approved.

Perkins moved to approve the modification of SS 4303/6303 Globalization and Sport. Sparks seconded the motion. The subcommittee that reviewed the proposal was concerned the proposal needs to be presented as a modification of the current SS 4303 Globalization and Sport instead of modifying SS 4000 Directed Individual Study in Sport Studies, and the syllabus does not indicate how participation and in-class discussions will be evaluated for students since they are included in grading scale. Parajuli moved to pass SS 4303/6303 contingent upon the above concerns being addressed. Yu seconded the motion. The motion to pass contingent was unanimously approved.

Jessop moved to approve the modifications of TECH 1273 Computer Applications, TECH 2123 Database Management, and TECH 2133 Spreadsheet Design and Analysis. Sparks seconded the motion. The subcommittee that reviewed the proposals pointed out that for all of the proposals the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full

letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. For TECH 2123, CS 1013 listed in the prerequisites is a deleted course. For TECH 2133, in the syllabus under Important Notes, the section indicates that no retakes or rescheduling of exams is allowed is not consistent with AOP 12.09. UCCC members recommended the other information under Important Notes be moved up to the Methods of Evaluation section of the syllabus. CSE 1013 listed in the TECH 2133 prerequisites is not a course. Roussin moved to pass TECH 1273, TECH 2123, and TECH 2133 contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was unanimously approved.

Jessop moved to approve the modification of TECH 3133 Administrative Management and Procedures. Yu seconded the motion. The subcommittee that reviewed the proposal pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. The subcommittee was also concerned in the syllabus under Evaluation of Student Progress – Tests/Exams, the provision that “[s]pecial arrangements can be made with your instructor to take tests **before** the scheduled time in emergencies only. Scores will be lowered one full grade if a test is taken after the scheduled date . . .” is not consistent with AOP 12.09. The information about how final grades will be determined in that same section needs to be moved down to Method of Evaluation. UCCC members asked if the statement that “[t]ests will be of both objective and subjective nature” was what the instructor intended. Parajuli moved to approve TECH 3133 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was unanimously approved.

Jessop moved to approve the modification of TECH 3213 Call Center Management. Roussin seconded the motion. The subcommittee that reviewed the proposal pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. The subcommittee was also concerned Campus 5 is mentioned in the syllabus, but the course is not being offered by Campus 5. Parajuli moved to pass TECH 3213 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was unanimously approved.

Jessop moved to approve the modification of TECH 3463 Computer Repair and Maintenance. Sparks seconded the motion. The subcommittee that reviewed the proposal pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. The subcommittee also questioned how Campus 5 students will be given pop quizzes, how the laboratory assignments and partnering will be handled for Campus 5 students, and how attendance is counted for Campus 5 students. UCCC members also pointed out that the policy “[i]f you are not present when a pop quiz is given you will receive a zero for that pop quiz grade” is in conflict with AOP 12.09. Parajuli moved to pass TECH 3463 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was unanimously approved.

Jessop moved to approve the modification of TECH 3623 Designing Technology Training. Sparks seconded the motion. The subcommittee that reviewed the proposal pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. The subcommittee also questioned why Campus 5 is mentioned in the syllabus, but the course is not being offered by Campus 5. The statement that “[t]his syllabus is tentative and may be amended as course takes place” is in conflict with university policy. The policy that three or more absence will lower your final grade by 2% for each day missed is not reflected in the Method of Evaluation. That policy may also be in conflict with AOP 12.09 when the student has an excused absence. In the course prerequisites, CS 1013 was deleted; TKB 2112 was deleted and there is not a proposal for TECH 2112; and TKB 2122 was deleted, and there is not a proposal for TECH 2122. Parajuli moved to pass TECH 3623 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was unanimously approved.

Jessop moved to approve the modification of TECH 4143/6143 History and Philosophy of Career and Technology Education. Sparks seconded the motion. The subcommittee that reviewed the proposal pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. Parajuli moved to pass TECH 4143/6143 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was unanimously approved.

Jessop moved to approve the modification of TECH 4203 Emerging Technologies. Sparks seconded the motion. The subcommittee that reviewed the proposal pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. The subcommittee also questioned how class presentations will be handled for Campus 5 students, how group work will be handled for Campus 5 students, and how attendance is determined for Campus 5 students. Parajuli moved to pass TECH 4203 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was unanimously approved.

Jessop moved to approve the modification of TECH 4263/6263 Diversity in Work and Educational Environments. Roussin seconded the motion. The subcommittee that reviewed the proposal pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. The subcommittee was also concerned that the graduate student requirements for the course are not listed in compliance with AOP 11.04. Parajuli moved to pass TECH 4263/6263 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was unanimously approved.

Jessop moved to approve the modification of TECH 4283 Advanced Office Systems. Sparks seconded the motion. The subcommittee that reviewed the proposal pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not

consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. The subcommittee that reviewed the proposal was concerned the proposed prerequisites were not accurate. BIS 1013 was deleted after it was modified to BIS 1012. CS 1013 was deleted. TKB 2122 was deleted, and there is not a proposal for TECH 2122. TKB 2132 was deleted, and there is not a proposal for TECH 2132. The subcommittee also pointed out in the syllabus on page 6, the paragraph containing instructions for the term paper should not be numbered 6. Parajuli moved to pass TECH 4283 contingent upon the above concerns being address. Sparks seconded the motion. The motion to pass contingent was unanimously approved.

Roussin moved to approve the modifications of TECH 4343 Information Technology Project Management and TECH 4563 Introduction to Data Networks. Sparks seconded the motion. The subcommittee that reviewed the proposals pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. The subcommittee was also concerned that the proposed prerequisites for TECH 4563 were not accurate. BIS 1103 does not exist, and CS 1103 does not exist. Parajuli moved to pass TECH 4343 and TECH 4563 contingent upon the above concerns being addressed. Moore seconded the motion. The motion to pass contingent was unanimously approved.

Roussin moved to approve the modifications of TECH 4413/6413 Veterans' Benefits and Certification, TECH 4423/6423 History of Administration of Veterans' Benefits, and TECH 4433/6433 The Development of Veterans' Benefits, Laws and Policies. The subcommittee that reviewed the proposals pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. The subcommittee was also pointed out what constitutes sufficient class participation/discussion needs to be further clarified. UCCC members questioned if undergraduate and graduate students work together on the group projects. Yu moved to pass TECH 4413/6413, TECH 4423/6423, and TECH 4433/6433 contingent upon the above concerns being addressed. Moore seconded the motion. The motion to pass contingent was unanimously approved.

Roussin moved to approve the modifications of TECH 4473/6473 Methods of Teaching Online and TECH 4483/6483 Methods of Teaching STEM in Middle School. Sparks seconded the motion. The subcommittee that reviewed the proposals pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. The subcommittee was also concerned in the syllabi daily assignments are a heading, but then the narrative mentions weekly assignments. For TECH 4483, UCCC members questioned if undergraduate and graduate student work together on the group projects. Dash moved to pass TECH 4473/6473 and TECH 4483/6483 contingent upon the above concerns being addressed. Yu seconded the motion. The motion to pass contingent was unanimously approved.

Roussin moved to approve the modifications of TECH 4403/6403 Strategies for Campus Transition and Success for Veterans, TECH 4443/6443 Design of Instructional Games and Simulations, TECH 4493/6493 Method of Teaching Career Pathways Experiences, and TECH 4543/6543 Information Processing. Sparks

seconded the motion. The subcommittee that reviewed the proposals pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. For TECH 4543/6543, the subcommittee was also concerned the revised prerequisites are not correct. TKB 1123 was deleted, and there is not a proposal for TECH 1123. Moore moved to pass TECH 4403/6403, TECH 4443/6443, TECH 4493/6493, and TECH 4543/6543 contingent upon the above concerns being addressed. Dash seconded the motion. The motion to pass contingent was unanimously approved.

Parajuli moved to approve the modifications of TECH 4573/6573 Data Networks II, TECH 4583/6583 Graphics and Web Design, TECH 4623 Delivery and Evaluation of Technology Training, TECH 4683 Senior Seminar in Information Technology Services, TECH 4713/6713 Authoring for Instruction, TECH 4733/6733 Managing a Multimedia Learning Environment, TECH 4743/6743 Elements of Electronic Desktop Publishing, TECH 4753/6753 Media for Presentation, Instruction and Gaming, TECH 4763/6763 Digital Tools for 21st Century Teaching and Learning, TECH 4803/6803 Integrating Technology for Meaningful Learning, and TECH 4853/6853 Philosophy and Principles of Vocational-Technical Instruction. Phillips seconded the motion. The subcommittee that reviewed the proposals pointed out the Attendance Policy section that provides that after three unexcused absences the grade will be lowered by one full letter grade is not consistent with the method of evaluation listed in the syllabus (attendance is not included in the method of evaluation), and the computer system requirements also need to be updated. For TECH 4583/6583 and TECH 4753/6753, the subcommittee was concerned the revised prerequisites were not correct. For TECH 4583/6583, BIS 1013 was deleted and CS 1013 was deleted. For TECH 4753/6753, BIS 1103 does not exist, and CS 1103 does not exist. Dash moved to pass the proposals contingent upon the above concerns being addressed. Sparks seconded the motion. The motion to pass contingent was unanimously approved.

Parajuli moved to approve the modification to the BS in Information Technology Services. Phillips seconded the motion. UCCC members pointed out in the curriculum outline TKB 4283 Advanced Office Systems appears in the current outline but not in the proposed outline, however it is not fully italicized to denote its removal. TECH 4573 Data Networks II appears in the proposed outline but not in the current outline, and it is not fully bolded to note its addition. MGT 3114 Principles of Management and Production needs to be fully italicized on the current side of the table, and MGT 3113 Principles of Management needs to be fully bolded to note the addition on the proposed outline. On page 4 of the program proposal, the contact hours on the proposed outline do not line up with the individual courses. The proposal references the degree code as TECH. ITS needs to remain the degree code for the major since that is how it was originally proposed. The degree code is not visible to anyone outside of the Registrar's Office. Sparks moved to pass the proposal to modify the BS in Information Technology Services contingent upon the above concerns being addressed and the course prefix revisions being approved. Moore seconded the motion. The motion to pass contingent was unanimously approved.

Roussin moved to adjourn. Parajuli seconded the motion. The motion to adjourn was unanimously approved. The meeting was adjourned at 3:00 p.m.