

University Committee on Courses and Curricula
Mississippi State University
April 3, 2020

Members

Present: Amy Adkerson, Heather Alexander, Tracey Baham, Russell Carr, Padmanava Dash, Kathy Dooley, Nathan Drake, Dana Franz, Trey Howell, Julie Jessop, Pat Matthes, Qingmin Meng, Rob Moore, Emily Owen, Prem Parajuli, Tommy Parker, Andy Perkins, Suzanne Powney, Matthew Priddy, Wendy Roussin, Kathy Sherman-Morris, Darrell Sparks, Barry Stewart, Marian Swindell, Brad Trinkle, Jenny Turner, Jeff Winger, Chien Yu

Excused: Randy Campbell, Cody Coyne, Michael Nattrass, Tommy Phillips, Sarah Helen Skelton, Robert Wolverton

Guests: Kylie Forsythe, Lynda Moore, Susan Seale

This meeting was originally scheduled for March 20, 2020 but was postponed due to the social distancing requirements caused by the coronavirus. The March 20th meeting was rescheduled for April 3, 2020. The April 3, 2020 meeting was conducted using WebEx connective technology.

Franz called the meeting to order at 1:30 p.m. on Friday, April 3, 2020. The meeting was conducted using WebEx connective technology. Franz announced applications for Meridian courses to be temporarily approved for a hybrid method of delivery are being received. Franz also announced that due to the issues caused by the pandemic, another UCCC meeting may be scheduled for Friday, May 1, 2020 and asked UCCC members to please reserve that date.

Swindell moved to approve the minutes from the February 21, 2020 UCCC meeting. Trinkle seconded the motion. The motion was unanimously approved.

Carr moved to approve the addition of the undergraduate and graduate Certificate in Geospatial and Remote Sensing. Dash seconded the motion. A committee member pointed out that since it is an undergraduate and graduate certificate, the following wording needs to be added: "Graduate students must achieve a minimum cumulative GPA of 3.00 on courses taken to acquire a certificate." Perkins moved to pass the proposal contingent upon the above concern being addressed. Trinkle seconded the motion. The motion to pass contingent was unanimously approved.

Carr moved to approve the addition of AEC 2223 Introduction to Sustainability Economics and AEC 2631 Environmental Economics and Sustainability. Yu seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was unanimously approved.

Carr moved to approve the addition of BCH 4903/6903 Plant Biochemistry and Molecular Biology and the addition of distance education to BCH 4903/6903. Yu seconded the motion. The subcommittee that reviewed the proposal found: the columns in the Grading Table need to be separated with one column for regular students at 300 points total, and one column for Honors students and Graduate students at 500 points total; separate Grading scales should be included for each of these two columns; there are several instances in the proposal and syllabus (such as in the syllabus under "Copyright and Fair Use considerations in preparing the written report") when the assignments are stated to be for graduate students only, and this should be corrected to include Honor undergraduates since they are having to do

the same assignments and should be subjected to the same procedures in completing these assignments; the contact hours in the table are not distributed equally since there are 45 hours total for this class presented over 10 weeks which normally means there are 4.5 contact hours per week, but weeks 1 and 2 have 3 contact hours per week while weeks 3 & 4 have 7 contact hours and weeks 5 & 6 have 9.5 contact hours then week 9 has 10 contact hours and week 10 has 6.5 contact hours which loads the course work to the end of the class; and while the online attendance is outlined as: "A student will be considered to be in attendance in an online class when the student; a) participates in a course activity (e.g., discussion board); and b) is in communication with the course instructor regarding a course topic within a specified time frame. Logging into an online course without active participation does not constitute attendance," there is no description of how much participation is adequate. Sparks moved to pass BCH 4903/6903 contingent upon the above concerns being addressed. Swindell seconded the motion. The motion to pass contingent was unanimously approved.

Carr moved to approve the addition of distance education to MGT 3323 Entrepreneurship and MGT 4613 Cross-Cultural Management. Swindell seconded the motion. The subcommittee that reviewed the proposals found for MGT 3323 the syllabus needs to mention how to access the videos; that including a list of the course assignments prior to the instructions for completing those assignments would give the students a summary of the course at the beginning of the syllabus and while there is a list of assignments in the grading section it is near the end of the syllabus; and the provisions that provide zero points for 20% of the class grade for 2 unexcused absences or lack of preparation are not in compliance with university policy. For MGT 4613, the subcommittee found the syllabus needs to mention how to access the videos; and that including a list of the course assignments prior to the instructions for completing those assignments would give the students a summary of the course at the beginning of the syllabus and while there is a list of assignments in the grading section it is near the end of the syllabus. Howell moved to pass the proposals contingent upon the above concerns being addressed. Sparks seconded the motion. The motion to pass contingent was unanimously approved.

Carr moved to approve the addition of distance education to MKT 4313/6313 Physical Distribution Management. Swindell seconded the motion. The subcommittee that reviewed the proposal found there needs be more information concerning the online version of this class because there is no mention of videos or how to access videos; the online syllabus is copied from the face-to-face syllabus, so there needs to be more information about how online students will complete their assignments; and under Professionalism/Participation, the information about brimmed hats, cell phones, reading the newspaper, discarding trash, and keeping the classroom tidy does not apply to online. Stewart moved to pass MKT 4313/6313 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was unanimously approved.

Carr moved to approve the modification of the BS in Human Development and Family Science. Trinkle seconded the motion. The subcommittee that reviewed the proposal found a letter of support from the department curriculum committee is needed for the proposal, and under the Family Science concentration, the hours under the concentration courses do not add up to 59. HDFS 1813 and HDFS 4883 were removed but only 3 credit hours were added. Priddy moved to pass the program proposal contingent upon the above concerns being addressed. Sparks seconded the motion. The motion to pass contingent was unanimously approved.

Carr moved to approve the addition of distance education to the minor in Business Administration. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was unanimously approved.

Roussin moved to approve the modification of CVM 5842 Clinical Pharmacology. Parajuli seconded the motion. The subcommittee that reviewed the proposal found that the University Safety Statement needs

to be added to the syllabus. Carr moved to pass the proposal contingent upon the above concern being addressed. Swindell seconded the motion. The motion to pass contingent was unanimously approved.

Roussin moved to approve the modification and addition of distance education to ASE 3123 Aircraft Flight Dynamics. Trinkle seconded the motion. The subcommittee that reviewed the proposal found under the heading of Communication in the syllabus, the word “instruct” should be deleted and “instructor” should be inserted; under the heading of Prerequisites in the syllabus, there is a word missing after “passing;” in the syllabus the Note under the grading scale needs to be clarified. Jessop seconded the motion. The motion to pass contingent was unanimously approved.

Roussin moved to approve the name change for the MS in Industrial and Systems Engineering. Swindall seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was unanimously approved.

Roussin moved to approve the addition of distance education to the PhD in Chemical Engineering and the MS in Chemical Engineering. Swindell seconded the motion. For the PhD. in Chemical Engineering the subcommittee that reviewed the proposals found a curriculum outline needs to be added to the program proposal. For the MS in Chemical Engineering, the subcommittee found a curriculum outline needs to be added to the program proposal, and it appears CHE 8011 is not approved for distance education. Since CHE 8011 is a required course, the program proposal cannot be approved until distance education is added to that course. Stewart moved to pass the proposals contingent upon the above concerns being addressed. Carr seconded the motion. The motion to pass contingent was unanimously approved.

Roussin moved to approve the modification of SBP 4023/6023 Lignocellulosic Biomass Chemistry. Swindall seconded the motion. The subcommittee that reviewed the proposal noted the exams are not counted in the contact hours and the grade range should indicate it is awarded by percentages but recommended above of the proposal. The motion to approve was unanimously approved.

Roussin moved to approve SBP 1001 Undergraduate Seminar, SBP 3123 Biomass to Bioproducts, SBP 4153/6153 Biomass Products Manufacturing, SBP 4213/6213 Deterioration and Preservation of Biomaterials, and SBP 4243/6243 Sustainable Bioproducts. Trinkle seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was unanimously approved.

Roussin moved to approve the modification of the BS in Sustainable Bioproducts. Trinkle seconded the motion. A committee member pointed out the total hours of the proposed modified program do not add up correctly and exceeds the 124 hours limit under AOP 12.08. The program proposal states 125 total credit hours, but the course work listed exceeds that number for both concentrations. The current program as shown on the proposal does not match the catalog or contain all the hours/requirements of the current program. The terminology in the Professional Electives requirement of the new proposal was also questioned. The proposals requires any general education course 3000 or higher, but there are very few general education courses of 3000 level or higher; The current program gives a list of related subject codes that are acceptable at the 3000-level. The committee members suspect this is what was meant to be repeated in the modified program proposal, but if it is taken literally, students will have available approximately ten courses from humanity general education courses. The program proposal will also need to be delayed until all of the SBP course proposals contained in the program are approved. Carr moved to pass the program proposal contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion pass contingent was unanimously approved.

Parajuli moved to approve the addition of BIO 4993/6993 Community Ecology. Howell seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was unanimously approved.

Parajuli moved to approve the addition of distance education to CO 4803/6803 Research in Public Relations and Advertising. Carr seconded the motion. The subcommittee that reviewed the proposal found that although CO 6803 will not be available online, the syllabus needs to include the grading scale for Campus 1 graduate students. Stewart moved to pass the proposal contingent upon the above concerns being addressed. Swindell seconded the motion. The motion to pass contingent was unanimously approved.

Parajuli moved to approve the addition of FL 4113/6113 Ancient Greece and Rome in Film and FL 4143/6143 Classical Mythology. Carr seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was unanimously approved.

Parajuli moved to approve the additions of FLL 4113/6113 The Roman Historians and FLL 4223/6223 Lyric Poetry. Swindell seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was unanimously approved.

Parajuli moved to approve the modification of GR 4423/6423 Weather Forecasting I, and the modification of GR 4433/6433 Weather Forecasting II, and the addition of GR 4563/6563 Aviation Meteorology. Swindell seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was unanimously approved.

Parajuli moved to approve the addition of MA 1103 College Algebra Lined Lab – Corequisite Model and the addition of the general education designation to MA 1103. Swindell seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was unanimously approved.

Parajuli moved to approve the modification and addition of distance education to PPA 8133 City and County Management. Swindell seconded the motion. UCCC members discussed if distance education was really being added to this course. UCCC members felt more clarification was needed. Priddy moved to table the proposals for PPA 8133. Roussin seconded the motion to table. The motion to table was unanimously approved.

Parajuli moved to approve the addition of PS 4523/6523 Democracy and Inequality. Powney seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was unanimously approved.

Howell moved to approve the addition of MU 2881 Trombone Troupe. Swindell seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was unanimously approved.

Howell moved to approve the modifications of TECH 8213 Content and Methods of Teaching in Career and Technology Education, TECH 8233 Analysis of Workforce Education Programs and Survey Research in Workforce Development, TECH 8243 Research Problems in Instructional Systems and Workforce, TECH 8263 Philosophy and Administration of Career and Technology Education, TECH 8273 Contemporary Issues in Curriculum Planning in ISWD, TECH 8443 Theory of Multimedia Learning, TECH 8523 Project Management in Instructional Design; TECH 8533 Evaluation and Assessment in Instructional Systems & Technology, TECH 8543 Multimedia Design I, TECH 8623 Instructional Design I, TECH 8643 Multimedia Design II, and TECH 8693 Multiple Perspectives on

Instructional Systems and Technology. Swindell seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was unanimously approved.

Sparks moved to approve the modification of TECH 8703 Trends and Issues in Instructional Systems. Stewart seconded the motion. The subcommittee that reviewed the proposal found the language in the syllabus that requires Campus 5 students to email the instructor ahead of time for an excused absence is not in compliance with AOP 12.09. Powney moved to pass the proposal contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was unanimously approved.

Sparks moved to approve the modification of TECH 8713 Research in Instructional Systems & Workforce Development. Swindell seconded the motion. The subcommittee that reviewed the proposal found in the syllabus: Campus 5 students are required to fax a form indicating they have read and understand the terms of the syllabus and Honor Code but perhaps fax should be revised to scan and email as most students do not have access to a fax machine; the grading scale for the B, C, and D grade ranges need to be corrected; Campus 1 attendance policy, “900 final average” should be “900 point total;” in the same section, “zero (0) point” should be “zero (0) points;” computer requirements need to be updated; and the Campus 1 attendance policy needs to be clarified because an example shows that a student with 2 absences would lose 10 points but a student with 4 would receive 0 points, and this statement is confusing. Powney moved to pass TECH 8713 contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion to pass contingent was unanimously approved.

Sparks moved to approve the proposals to modify TECH 8723 Instructional Design II, TECH 8743 Interactive Media, TECH 8753 Technology Issues for School Administrators, and TECH 8773 Teaching and Training with Multimedia. Howell seconded the motion. For TECH 8723, the subcommittee that reviewed the proposal found that in the syllabus, the grade ranges of the grading scale overlap. For TECH 8743, the subcommittee that reviewed the proposal found that in the syllabus, the Campus 5 students are required to email the instructor ahead of time for an excused absence which is not in compliance with AOP 12.09, and the contact hours for the lecture and the lab need to be separated. For TECH 8753, the subcommittee that reviewed the proposal found in the syllabus, the Campus 5 students are required to email the instructor ahead of time for an excused absence which is not in compliance with AOP 12.09. For TECH 8773, the subcommittee that reviewed the proposal found in the syllabus for Campus 1 Attendance policy, “instruction” should be “instructor,” and the Campus 1 and Campus 5 attendance policies are the same. Powney moved to pass the proposals contingent upon the above concerns being addressed. Carr seconded the motion. The motion to pass contingent was unanimously approved.

Sparks moved to approve the modification of TECH 8793 Directed Project and Portfolio Development. Jessop seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was unanimously approved.

Sparks moved to approve the modifications of TECH 8813 Foundations of Distance Education and TECH 8823 Design, Delivery, & Management of Distance Education. Roussin seconded the motion. The subcommittee that reviewed the proposals for TECH 8813 and TECH 8823 found in the syllabi the Campus 5 students are required to email the instructor ahead of time for an excused absence which is not in compliance with university policy. Jessop moved to pass the proposals contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion to pass contingent was unanimously approved.

Sparks moved to approve the modification of TECH 8843 Foundations of Instructional Systems and Technology. Swindell seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was unanimously approved.

Sparks moved to approve the modifications of TECH 8853 Learning Technologies in Distance Education, TECH 8863 Grant Writing Essentials, TECH 9213 Foundations, Trends and Issues in Workforce Development, Technology, and Leadership Education, and TECH 9913 Dissertation Seminar. The subcommittee that reviewed the proposals found for TECH 8853 in the syllabus under Grading Scale the range for C needs to be corrected as it overlaps with B. For TECH 8863, no revisions are needed. For TECH 9213, in the syllabus under Technology, students are required to have access to the full Adobe Program – Adobe Acrobat. Is this referring to Adobe Acrobat Reader, Adobe Acrobat Pro, etc.? This needs to be clarified. For TECH 9913, the course description states that this three hours credit course may be taken in lieu of TECH 9000 or TKT 9000 Dissertation Research for up to six hours. However, this course is not listed as being repeatable. It is not clear from the Grading Format (Table 1) how the overall grade is determined, and the revised syllabus does not seem to be an integration of the Campus 1 and Campus 5 syllabi. The revised syllabus needs to be revised to reflect both methods of delivery. Roussin moved to pass the proposals contingent upon the above concerns being addressed. Howell seconded the motion. The motion to pass contingent was unanimously approved.

Sparks moved to approve the modification and addition of distance education to the PhD in Instructional Systems & Workforce Development. Yu seconded the motion. The subcommittee that reviewed the proposal noted that the proposals have some formatting issues, and the proposals will have to be pass contingent since the passed contingent courses must be cleared before the programs can be approved. Carr moved to pass the proposals contingent upon the above concerns being addressed. Howell seconded the motion. The motion to pass contingent was unanimously approved.

Yu moved to adjourn the meeting. Trinkle seconded the motion. The motion to adjourn was unanimously approved. The meeting was adjourned at 3:12 p.m.