

University Committee on Courses and Curricula
Mississippi State University
April 23, 2020

Members

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

Excused: Cody Coyne, Padmanava Dash, Kathy Dooley, Tommy Phillips, Kathy Sherman-Morris, Sarah Helen Skelton, Robert Wolverton

Guests: Kylie Forsythe, Lynda Moore, Peter Ryan

The April 23, 2020 meeting was conducted using WebEx connective technology due to the coronavirus.

Franz called the meeting to order at 9:00 a.m. on Thursday, April 23, 2020. The meeting was conducted using WebEx connective technology. Franz asked Dr. Peter Ryan to update the UCCC members about MSU's curriculum plans due to the coronavirus. Ryan said decisions have not been made about the method of delivery for instruction for Fall 2020, so Dr. David Shaw, the Provost, has asked academic deans to be prepared to move one third of the face to face Campus 1 courses to online instruction. Therefore, Dr. Ryan asked the UCCC to be prepared to meet in July in case course proposals that add online instruction needed to be addressed. Franz announced another UCCC meeting is scheduled for Friday, May 1, 2020 at 9:00 a.m. using WebEx to address additional course proposals that came in after the deadline for the April 23, 2020 meeting. The deadline for proposals for the Friday, May 1, 2020 meeting is Tuesday, April 28, 2020 at 8:00 a.m. Franz also announced a July meeting will be scheduled if online instruction proposals are submitted and need to be addressed.

Swindell moved to approve the minutes from the April 3, 2020 UCCC meeting. Priddy seconded the motion. The motion was unanimously approved.

Perkins moved to approve the addition of BCH 2023 Molecular Mechanisms of Human Diseases and the addition of distance education to BCH 2023. Priddy seconded the motion. The subcommittee that reviewed the proposal observed that the box or button asking if distance education was requested was not activated, so the distance learning questions did not appear on the proposal and were not answered. In the syllabus, the makeup exam policy specifies that the instructor must agree that the absence is unavoidable. This requirement is not in compliance with AOP 12.09. Carr moved to table the proposal due to the above concerns. Roussin seconded the motion. The motion to table was approved by a majority.

Priddy moved to approve the modification of FNH 3000 Nutrition Field Experience. Yu seconded the motion. The subcommittee that reviewed the proposal observed the course proposal indicates the syllabus will be revised, but a revised syllabus is not attached, and the letter of support needs to be

signed by the members of the department curriculum committee. Stewart moved to pass FNH 3000 contingent upon the above concerns being addressed. Carr seconded the motion. The motion to pass contingent was approved by a majority.

Priddy moved to approve the addition of ARC 4623/6623 Historical Preservation Research Methods. Swindell seconded the motion. The subcommittee that reviewed the proposal observed that although the additional requirements for graduate students are listed on the proposal, they also need to be added to the syllabus. Roussin moved to pass ARC 4623/6623 contingent upon the above concern being addressed. Swindell seconded the motion. The motion to pass contingent was approved by a majority.

Perkins moved to approve the addition of ART 4163 Visual Story telling. Swindell seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved by a majority.

Perkins moved to approve the addition of ART 4423 Presentation Skills for Designers. Swindell seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved by a majority.

Perkins moved to approve the addition of BCS 2013 Construction and Culture and the addition of the General Education designation to BCS 2013, the addition of BCS 2313 Virtual Design and Construction, and the modification of BCS 3006 Construction Internship/Co-Op. Swindell seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved by the majority.

Perkins moved to approve the modification of ID 4403/6403 Introduction to Historic Preservation. Swindell seconded the motion. The subcommittee that reviewed the proposal observed the letter of support attached to the course proposal is from a previous proposal. A new letter of support from the department curriculum committee members concerning this proposal needs to be attached. The "graduate student requirements" box on the proposal should contain the graduate student requirements for this course. Describe the additional course work the graduate students will do. Parajuli moved to pass ID 4403/6403 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved by a majority.

Perkins moved to approve the modification of the BS in Building Construction Science. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved by a majority.

Alexander moved to approve the addition of distance education to CO 2413 Introduction to News Writing and Reporting. Carr seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved by a majority.

Alexander moved to approve the addition of distance education to CO 3853 Public Relations Writing. Carr seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved by a majority.

Alexander moved to approve the addition of distance education to CO 3863 Public Relations Production, the addition of CO 3873 Public Relations Multimedia, the addition of distance education to CO 3873, and the addition of distance education to CO 4813/6813 Public Relations in Organizations. Carr seconded

the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was approved by a majority.

Alexander moved to approve the modification of EN 4903/6903 Nineteenth-Century American Literature. Roussin seconded the motion. The subcommittee that reviewed the proposal observed the contact hours add up to 46.5 instead of 45. UCCC members did not have an objection to 46.5 contact hours but wanted the contact hours to reflect the correct number. UCCC members felt the graduate student requirements were minimal and not sufficiently explained. While the length of the papers for undergraduate and graduates is listed there is no mention of stricter writing standards, depth of knowledge, etc. UCCC members requested more clearly stated graduate level work. Carr moved to table the proposal. Priddy seconded the motion. The motion to table was approved by a majority.

Alexander moved to approve the modification and addition of distance education to PPA 8133 City and County Government. Carr seconded the motion. The subcommittee that reviewed the course questioned how the contact hours were determined. UCCC members discussed if distance education was really being added to this course. Franz indicated she would contact the initiator for clarification about these issues. Carr moved to table the proposal. Roussin seconded the motion. The motion to table was approved by a majority. Jessop seconded the motion. The motion to pass contingent was approved by a majority.

Carr moved to approve the addition of EDS 3413 Principles of Secondary Education. Powney seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved by a majority.

Carr moved to approve the addition of EDS 4403 Evaluation of Learning in Secondary Schools and the addition of distance education to EDS 4403. Powney seconded the motion. The subcommittee that reviewed the proposal observed under the Distance Learning Question answers on the proposal, it states: "The instructor will hold regular office hours at flexible times to enable students to contact him. Students will be required to schedule an initial virtual meet at the beginning of the semester." Therefore, the syllabus should contain information about office hours and mention the required virtual meeting. Under the Distance Learning Question answers on the proposal, it also states "content specific students will be required to work collaboratively through virtual options to develop and discuss/critique assessment tasks for their content." This information also needs to be included in the syllabus. Jessop moved to pass EDS 4403 contingent upon the above concerns being addressed. Yu seconded the motion. The motion to pass contingent was approved by a majority.

Carr moved to approve the modification and addition of distance education to KI 2603 Medical Terminology. Powney seconded the motion. The subcommittee that reviewed the proposal was concerned the syllabus does not explain how the online lectures will be recorded and placed on line for the Campus 5 offering. The proposal reflects the course is repeatable. The subcommittee questioned why this course would be repeatable for credit. The proposal also explains that Campus 5 is being added to increase classroom capacity. Campus 5 courses cannot be the only option for Campus 1 students. Subcommittee members question if the class would be offered online Campus 1. Roussin moved to table the motion. Jessop seconded the motion. The motion to table was approved by a majority.

Carr moved to approve the modification and addition of distance education to SBP 3113 Physics of Biomaterials and the addition of SBP 3133 Mechanics and Biomaterials. Powney seconded the motion.

The subcommittee that reviewed the proposals recommended approval. The motion to approve was approved by a majority.

Carr moved to approve the modification and addition of distance education to SBP 4113/6113 Adhesives and Composites. Powney seconded the motion. The subcommittee that reviewed the proposal observed the “note to self” under SBP 6113 – Campus 1 “need to copy from above once it’s complete” needs to be removed from the syllabus. The subcommittee also observed the graduate student requirements for Campus 5 need to be more equivalent to Campus 1. In Campus 1 the graduate students “will determine wood composite consolidation parameters, analyze the adhesion mechanisms occurred during the composite consolidation, measure more advanced material properties such as creep and delamination, and write a lab report . . .” while the Campus 5 graduate students will be “leading class discussion via the discussion board.” UCCC members asked more equivalent work be required of Campus 5 students or for an explanation of why this work is equivalent. Jessop moved to table the proposal based upon the above concerns. Roussin seconded the motion. The motion to table was approved by a majority.

Carr moved to approve the modification of WFA 4123 Wildlife & Fisheries Biometrics. Powney seconded the motion. The subcommittee that reviewed the proposal observed the letter of support from the department curriculum committee needs the signatures of all of the committee members. Jessop moved to pass WFA 4123 contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved by a majority.

Roussin moved to approve the modification and addition of distance education to CSE 1011 Introduction to CSE. Meng seconded the motion. The subcommittee that reviewed the proposal questioned the following policy in the syllabus for distance students: “Connectivity issues are not permissible excuses for missing a test, quiz, or final exam.” UCCC members asked whether this policy would take into account extenuating circumstances that were not the fault of students. The subcommittee also requested a reference to AOP 12.09 in the attendance policy and questioned if referencing the Kindle edition of a textbook was in violation of university policy. Powney moved to pass CSE 1011 contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved by a majority.

Roussin moved to approve the addition of CSE 2213 Methods and Tools in Software Development, the addition of distance education to CSE 2213, and the modification (reactivation) and addition of distance learning to CSE 3183 Systems Programming. Meng seconded the motion. The subcommittee that reviewed the proposals observed these syllabi had the same connectivity policy as CSE 1011 which may not take into account extenuating circumstances that were not the fault of students. For CSE 2213, in the syllabus under textbook, the subcommittee thought the initiator meant “Canvas” instead of “Campus.” There were no additional concerns for CSE 3183. Powney moved to pass CSE 2213 and CSE 3183 contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved by a majority.

Roussin moved to approve the addition of CSE 3723 Computer Organization and the addition of distance education to CSE 3723. Meng seconded the motion. The subcommittee that reviewed the proposal observed this syllabus had the same connectivity policy as CSE 1011 which may not take into account extenuating circumstances that were not the fault of students. Also in the syllabus the course description is the same as CSE 2213, so the course description for CSE 3723 needs to be added. Stewart

moved to pass CSE 3723 contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved by a majority.

Roussin moved to approve the modification of CSE 4714/6714 Theory and Implementation of Programming Languages. Meng seconded the motion. The subcommittee that reviewed the proposal observed this syllabus had the same connectivity policy as CSE 1011 which may not take into account extenuating circumstances that were not the fault of students. The subcommittee also observed in the meeting times/schedule section of the syllabus, the lab hours are not included, and the lecture contact hours equal 37 instead of 45. Powney moved to pass CSE 4714/6714 contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved by a majority.

Roussin moved to approve the modifications of the BS in Computer Science and the BS in Software Engineering. Meng seconded the motion. The subcommittee that reviewed the proposals observed in the summaries of proposed changes, the initiator listed CSE 3183 Systems Programming as being added, but in the new curriculum outline CSE 3713 Systems Programming is added. In the summaries of proposed changes, it also lists CSE 4763 Ethical and Legal Issues as being modified to become CSE 3763. CSE 3763 is listed in the new curriculum outline, but CSE 4763 has not modified to become CSE 3763. Powney moved to pass the program proposals contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved by a majority.

Roussin moved to approve the addition of distance education to EM 8313 Advanced Dynamics. Stewart seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved by a majority.

Roussin moved to approve the addition of distance education to ME 4343/6343 Intermediate Heat Transfer. Meng seconded the motion. The subcommittee that reviewed the proposal observed the footer on the syllabus needs to be updated, and there needs to be differentiation between the undergraduate and graduate requirements for the course. Powney moved to pass ME 4343/6343 contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved by a majority.

Roussin moved to approve the addition of distance education to ME 4643/6643 Introductions to Vibrations and Controls. Meng seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus under exams, it explains “[i]f a student misses any exam, it will result in an F for the course,” but each exam is only worth 20% of the semester grade. There is also no differentiation between the undergraduate and graduate requirements. Powney moved to approve ME 4643 contingent upon the above concerns being addressed. Carr seconded the motion. The motion to pass contingent was approved by a majority.

Roussin moved to approve the addition of distance education to ME 8613. Stewart seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved by a majority.

Roussin moved to adjourn the meeting. Carr seconded the motion. The motion to adjourn was approved by a majority. The meeting was adjourned at 11:09 a.m.