

University Committee on Courses and Curricula
Mississippi State University
May 1, 2020

Members

Present: Amy Adkerson, Heather Alexander, Tracey Baham, Randy Campbell, Russell Carr, Kathy Dooley, Nathan Drake, Dana Franz, Trey Howell, Julie Jessop, Qingmin Meng, Rob Moore, 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, Pat Matthes, Michael Nattrass, Matthew Priddy, Tommy Phillips, Kathy Sherman-Morris, Sarah Helen Skelton, Robert Wolverton

Guests: Kylie Forsythe, Richard Human, Lynda Moore

The May 1, 2020 meeting was conducted using WebEx connective technology due to the coronavirus.

Franz called the meeting to order at 9:00 a.m. on Friday, May 1, 2020. The meeting was conducted using WebEx connective technology. Franz announced she would be meeting with the Deans Council members to discuss the work of the UCCC. If UCCC members have any suggestions for topics for that meeting, please email them to Franz. Parajuli and Phillips are finishing their terms of service, and Franz thanked them for their dedication. Adkerson is moving out of state, and Franz thanked her for her many years of service to the UCCC and Mississippi State University.

Swindell moved to approve the minutes from the April 23, 2020 UCCC meeting. Roussin seconded the motion. The motion was unanimously approved.

Carr moved to approve the addition of BCH 2023 Molecular Mechanisms of Human Disease and the addition of distance education to BCH 2023. Yu seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved.

Howell moved to approve the modification and addition of distance education to EN 2243 American Literature Before 1876 and the addition of distance education to EN 2253 American Literature After 1865. Trinkle seconded the motion. The subcommittee that reviewed the proposals had the following concerns about both proposals: in the syllabi it is not clear if the grading penalty for lack of participation for Campus 5 students is the same as for unexcused absences for Campus 1 students (2% per ...); Campus 5 students get advanced notice of quizzes on daily readings, but Campus 1 students do not, and that policy does not appear to treat the students equivalently; the letter of support from the department curriculum committee is signed by one member, but the UCCC Guide and Format requires all of the curriculum committee members sign the letter of support; and since the exams for Campus 1 and Campus 5 are not given at the same time, Committee members whether the exams be different so students cannot notify each other about what is on the exam. Powney moved to pass the proposals for

EN 2243 and EN 2253 contingent upon the above concerns being addressed. Moore seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the modification and addition of distance education to PPA 8133 City and County Government. Trinkle seconded the motion. The subcommittee that reviewed the proposal had the following concerns: the contact hours need to be clearer in the syllabus because while the proposal mentions there will be four meetings that are ten hours long that is not how the syllabus is organized; forty-five contact hours are needed for a three credit hour course; the answers to the Distance Learning Questions need to be updated to reflect what is in the newly loaded revised syllabus; and a grading scale needs to be added for the course. Carr moved to pass the proposal contingent upon the above concerns being addressed. Moore seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the modification and addition of distance education to KI 2603 Medical Terminology. Trinkle seconded the motion. Committee members discussed how Campus 5 courses may not be used as overflow for Campus 1 students. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved.

Trinkle moved to approve the addition of distance education to CO 1503 Introduction to Theatre. Howell seconded the motion. Committee members noted that the letter of support is from the college curriculum chair and not the department curriculum committee members. On the proposal, there is a comment from the department curriculum chair indicating the proposal was not reviewed by the department curriculum committee. The proposal indicates that distance approval is being sought because the department does not have the campus faculty to meet the demand of this course, and teaching the course Campus 5 will take pressure off the Campus 1 offerings. Committee members discussed that proposals should be reviewed by the department curriculum committees, and Campus 5 courses should not be used to alleviate demand for Campus 1 courses. Carr moved to table the motion. Dooley seconded the motion. The motion to table was approved.

Trinkle moved to approve the modification of the BS in Secondary Education. Howell seconded the motion. The subcommittee that reviewed the proposal had the following concerns: the Biology and Chemistry concentrations add up to 123 instead of the stated 124; the Mathematics concentration adds up to 126 instead of the stated 123; the Physics concentration adds up to 123 instead of the stated 124; and the Social Studies concentration adds up to 138 instead of the stated 124. Carr moved to pass the proposal contingent upon the above concerns being addressed. Swindell seconded the motion. The motion to pass contingent was approved.

Trinkle moved to approve the modification of the MAT-S in Secondary Education. Howell seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved.

Sparks moved to approve the modification of CSE 3763 Ethical and Legal Issues in Computing. Parajuli seconded the motion. The subcommittee that reviewed the proposal had the following concerns: the letter of support does not mention this course proposal number (CSE 3763) or the original course number (CSE 4763); the name of the course on the proposal and the name of the course on the syllabus do not match; what constitutes participation for the Campus 5 students needs to be explained in the syllabus; and the University Safety Statement needs to be added to the syllabus. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Swindell seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the modification and addition of distance to IE 4533/6533 Project Management and the modifications of IE 4753/6753 Systems Engineering and Analysis and IE 4773/6773 Systems Simulation I. Parajuli seconded the motion. The subcommittee that reviewed the proposals had the following concerns: for IE 4533/6533 in the syllabus class policies, it states that 2 absences will be a 1 point deduction and does not say where the points are being deducted; the syllabus states that changes to assignments will be announced in class, but since this course has a distance component, perhaps such changes should also be shared through Canvas; the syllabus has a "subject to change statement" which is not in compliance with University policy; the grading components should be explained more, in particular the Graduate Individual Research Paper and the Undergraduate Term Project; and it is not clear under in the Undergraduate Project if the instructor meant to use "term" or "team." For IE 4753/6753, the additional requirements for graduate students in the syllabus are vague; the Grading Policies table mentions a Research Paper but has "n/a" as the percentage of grade, but research paper is not mentioned elsewhere in the syllabus, so this needs to be clarified; the grading scale should be written out for all letter grades; and the Course Topics table needs to be broken down by contact hours, not class periods. For IE 4773/6773, the co-requisites listed are difficult to enforce in Banner, so the instructor may want to contact Emily Owen in the Registrar's Office to set up a learning community in which co-requisites can be enforced; the syllabus states that there will no make-up quizzes, and this statement is not in compliance with AOP 12.09; and in the Class Attendance and Participation section of the syllabus, AOP 12.09 should be referenced. Additionally in the syllabus it states that participation is a significant portion of the grade. However, from the grading table, it is not clear how much it is actually worth as it is in a category with quizzes and homework. Dooley moved to pass the proposals contingent upon the above concerns being addressed. Swindell seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the modification of the BS in Aerospace Engineering. Stewart seconded the motion. UCCC members had the following concerns: the format of the proposal is set up as a degree plans instead of how the curriculum is displayed in the undergraduate catalog; the credit hours do not line up with the correct classes; Physics III is listed as in the current curriculum outline but is not in the current undergraduate catalog, so this may be a typographical error. Dooley moved to pass the proposal contingent upon the above concerns being addressed. Swindell seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the modification and addition of distance education to SBP 4113/6113 Adhesives and Composites. Trinkle seconded the motion. This proposal was previously tabled because UCCC committee members were concerned the labs for Campus 1 and Campus 5 were not equivalent in rigor. Committee members felt the lab descriptions were better but were still not equivalent in rigor. Carr moved to pass the proposal contingent upon the above concern being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the modification and addition of distance education to SBP 4133/6133 Biorefinery Processes. Stewart seconded the motion. The subcommittee that reviewed the proposal had the following concerns: the syllabus indicates that attendance is mandatory, but attendance is not

reflected in the grading assessment, so the UCCC members felt this inconsistency needed to be clarified. Swindell moved to pass the proposal contingent upon the above concern being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the modification and addition of distance education to SBP 4253/6253 Quantitative Methods in Sustainable Bioproducts. Stewart seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved.

Sparks moved to approve the addition of SBP 8013 Advanced Wood Science Technology, the addition of distance education to SBP 8013, the addition of SBP 8143 Standards for Testing Sustainable Materials, and the addition of distance education to SBP 8143. Stewart seconded the motion. The subcommittee that reviewed the proposals was concerned: for SBP 8013 the syllabus states that scientific experiment kits may be required to be purchased by the students, but there is no mention of the potential cost of the kits. For SBP 8143 the syllabus states that students will be able to download the ASTM standards required for the course with a minimum cost to the student but did not indicate what the minimum cost would be. UCCC members believed ASTM standards are available for free through the MSU Library (see ASTM Digital Library data base). Roussin moved to pass the proposals for SBP 8013 and SBP 8143 contingent upon the above concerns being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

Carr moved to adjourn the meeting. Roussin seconded the motion. The motion to adjourn was approved. The meeting was adjourned at 10:17 a.m.