

**University Committee on Courses and Curricula
Mississippi State University
October 18, 2019**

Members

Present: Tracey Baham, Russell Carr, Amy Crumpton, Kathy Dooley, Nathan Drake, Dana Franz, Julie Jessop, Pat Matthes, Qingmin Meng, Rob Moore, Emily Owen, Prem Parajuli, Tommy Parker, Andy Perkins, Tommy Phillips, Matthew Priddy, Wendy Roussin, Kathy Sherman-Morris, Darrell Sparks, Barry Stewart, Jeff Winger, Chien Yu

Excused: Amy Adkerson, Heather Alexander, Randy Campbell, Cody Coyne, Padmanava Dash, Trey Howell, Jes Miller, Sarah Helen Skelton, Marian Swindell, Brad Trinkle, Jenny Turner, Robert Wolverton

Absent: Michael Natrass

Guests: Ty Abernathy, Leslie Baker, Terri Hernandez, Fumiko Joo, Younghan Lee, Todd Mlsna, Julie Parker, Taylor Shelton, Ann Spurlock

Franz called the meeting to order at 1:30 p.m. on Friday October 18, 2019 in Room 324 of the Student Union. Stewart moved to approve the minutes from the September 6, 2019 meeting. Crumpton seconded the motion. The minutes were unanimously approved.

Perkins reported on the recommendations of the UCCC Subcommittee on Hybrid Courses. A copy of the recommendations is attached to the minutes. Priddy moved to accept the recommendations of subcommittee. The recommendations were approved with one member abstaining.

Crumpton moved to approve the addition of distance education to HDFS 3303 Consumer Economics. Priddy seconded the motion. Committee members were concerned the syllabus did not contain information about how online/distance students would submit work and exams. Stewart moved to pass HDFS 3303 contingent upon the above concerns being address. Parajuli seconded the motion. The motion to pass contingent was unanimously approved.

Priddy moved to approve the addition of distance education to HDFS 3843 Guiding Young Children's Behavior and Social Development. Parajuli seconded the motion. Committee members were concerned: how online/distance students will take quizzes and submit assignment; and in the syllabus there needs to be a reference to AOP 12.09 rather than specifically requiring a doctor's excuse. Crumpton moved to pass HDFS 3843 contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was unanimously approved.

Crumpton moved to approve the addition of distance education to HDFS 4333/6333 Families, Legislation and Public Policy. Priddy seconded the motion. Committee members were concerned: it is unclear in the syllabus how distance students will take tests; more information is need in the syllabus regarding

distance participation; the electronic device confiscation policy is in conflict with university policy; and in the syllabus there needs to be a distinction between Campus 1 and Campus 5 in course policies specifically related to things like electronic devices. Carr moved to pass HDFS 4333/6333 contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Priddy moved to approve the modification and addition of distance education to HDFS 4403/6403 Introduction to Gerontology. Parajuli seconded the motion. Committee members were concerned the syllabus is unclear about how distance education students will take tests and there needs to be additional detail in the syllabus regarding online participation. Carr moved to pass HDFS 4403/6403 contingent upon the above concerns being addressed. Crumpton seconded the motion. The motion to pass contingent was approved unanimously.

Priddy moved to approve the addition of distance education to HDFS 4823/6823 Development and Administration of Child Service Programs. Parajuli seconded the motion. Committee members were concerned there needs to be a reference to AOP 12.09 in the syllabus regarding excused absences rather than specifically requiring a doctor's excuse. Crumpton moved to pass HDFS 4823/6823 contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Parajuli moved to approve the addition of distance education to ART 3163 History of Graphic Design. Crumpton seconded the motion. Committee members were concerned: there needs to be a better alignment between the face to face and distance offerings; the syllabus calls the class a "hybrid" class and that is currently not a recognized designation; it is not clear how the attendance grade will be calculated since the attendance grade is listed as a combination of the blog participation and research project correspondence; questioned why there is a midterm for the distance component; committee members found it difficult to see how the modules tie in with the course schedule; committee members questioned why the face to face component has a writing workshop but the online component does not; and committee members questioned why the blog prompts are provided for the face to face component of the proposal but are not provided for the distance component. Carr moved to table ART 3163. Moore seconded the motion. The motion to table was approved unanimously.

Moore moved to approve the addition of CH 8383 Advanced Environmental Chemistry. Stewart seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved unanimously.

Moore moved to approve the addition of CO 4823 Integrated Media Agency. Priddy seconded the motion. The subcommittee that reviewed the proposal was concerned: the method of instruction is listed as a lecture, but the structure of the course is more like a lab or an internship, therefore the method of instruction needs to be reevaluated and contact hours added if necessary; since the course is repeatable, according to the syllabus if a student takes the class a second time the class will not be different except for the leadership position and one additional assignment, so the UCCC requested details about other differences between the first and second time taking the class; the proposal included a statement that all assignments and work produced are the property of the Communication Department and/or the client, and the UCCC wanted to know how this was determined. Crumpton moved to pass CO 4823 contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the modifications of the minor in Communication (Public Relations) and the minor in Communication (Broadcasting). Moore seconded the motion. The UCCC members suggested the concentrations should be changed into separate minors. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Priddy moved to approve the addition of EN 1104 Expanded English Composition I and the general education designation of EN 1104. Parajuli seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved unanimously.

The proposal to add distance education to GG 4446/6446 Summer Geology Field Camp was withdrawn.

Perkins moved to approve the addition of GG 8643 Carbonate Petrography and the addition of distance education to GG 8643. Moore seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved unanimously.

Priddy moved to approve the modification of GR 2013 Human Geography. Parajuli seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved unanimously.

Priddy moved to approve the modification of GR 8313 Advanced Human Geography. Parajuli seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved unanimously.

Parajuli moved to approve the modification and addition of distance education to FL 8023 Introduction to Literary Criticism and FL 8113 Capstone Seminar. Priddy seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was approved unanimously.

Parajuli moved to approve the addition of distance education to FLF 4073/6073 French Drama of the 20th Century, FLF 4103/6103 French Novel and Short Story of the 20th Century, FLF 4163/6163 Francophone Literature, FLF 4173/6173 Introduction to Francophone Cinema, FLF 4193/6193 18th Century French Literature, FLF 4223/6223 French Novel Before 1945, and FLF 4273/6273 The Human Condition; and the addition of distance education and the Meridian designation for FLF 4183/6183 Francophone Theater. Priddy seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was approved unanimously.

Parajuli moved to approve the modification and addition of distance education to FLG 4143/6143 Verwandlungen, FLG 4353/6353 German Novella, FLG 4523/6523 German Literature from 1750 to Present; the addition of distance education to FLG 4533/6533 Art, Politics, and Propaganda, FLG 8443 Eighteenth-Century German Drama, FLG 8483 Twentieth-Century German Short Story; and the addition of FLG 8543 Race Theory in Classical German Thought and the addition of distance education to FLG 8543. Priddy seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was approved unanimously.

Parajuli moved to approve the modification and addition of distance education to FLS 4293/6293 Cinema and Spanish Culture, and the modification of FLS 4613/6613 Latin American Cinema. Priddy seconded the motion. The subcommittee that reviewed the proposals pointed out that the contact

hours were not included in the course outlines. Carr moved to pass FLS 4293/6293 and FLS 4613/6613 contingent upon the above concern being addressed. Stewart seconded the motion. The motion to pass contingent was approved unanimously.

Parajuli moved to approve the addition of distance education to FLS 4213/6213 Modern Spanish Women Writers, FLS 4283/6283 The Contemporary Spanish-American Novel and Short Story, and FLS 8283 The Contemporary Spanish American Novel and Short Story; the addition of FLS 4713/6713 Central American Literature and Culture; and the addition of FLS 6363 Latin American Cultural Studies and the addition of distance education to FLS 6363. The subcommittee that reviewed the proposals recommended approval. The motion to approve was approved unanimously.

Priddy moved to approve the modification of the BA in Foreign Languages. Moore seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved unanimously.

Parajuli moved to approve the addition of MU 1173 Music of the Beatles, the addition of distance education to MU 1173, and the designation of MU 1173 as a general education course. Committee members discussed they would like more information in the general education section before considering that part of the proposal. Carr moved to table the general education designation section of the proposal. Perkins seconded the motion. The motion to table the general education section of the proposal was approved unanimously. The motion to approve the addition of MU 1173 and the addition of distance education to MU 1173 was approved unanimously.

Parajuli moved to approve the addition of distance education to PS 1513 Comparative Government. Priddy seconded the motion. The subcommittee that reviewed the proposal was concerned the statement in the syllabus that reserved the right to make changes to the syllabus during the semester was not in compliance with University policy. Moore moved to pass PS 1513 contingent upon the above concern being address. Sparks seconded the motion. The motion to pass contingent was approved unanimously.

Parajuli moved to approve the addition of PSY 4710/6710 International and National Travel Program and EPY 4710/6710 International and National Program. Priddy seconded the motion. The subcommittee that reviewed the proposals was concerned the syllabi did not contain the University Safety Statement, and the syllabi do not outline which parts of the course outline students will complete for the one to three variable credits. Sparks moved to pass PSY 4710/6710 and EPY 4710/6710 contingent upon the above concerns being addressed. Moore seconded the motion. The motion to pass contingent was approved unanimously.

Parajuli moved to approve the addition of distance education to MKT 3213 Retailing. Priddy seconded the motion. The subcommittee that reviewed the proposal was concerned the syllabus did not contain the University Safety Statement, the grading was not clear, although Academic integrity is listed in the syllabus the Honor Code information is not complete and does not have a link, there is not enough detail about how Campus 5 students will participate, and the letter of support is not signed by a majority of the department curriculum committee. Sparks moved to pass MKT 3213 contingent upon the above concerns being addressed. Moore seconded the motion. The motion to pass contingent was approved unanimously.

Priddy moved to approve the addition of MKT 4420/6420 Travel Study I. Sparks seconded the motion. The subcommittee that reviewed the proposal was concerned that the syllabus outlines a three credit course, but the course number is for a variable credit course, and the letter of support is not signed by a majority of the department curriculum committee. Parajuli moved to pass MKT 4420/6420 contingent upon the above concerns being addressed. Moore seconded the motion. The motion to pass contingent was approved unanimously.

Sparks moved to approve the addition of distance education to MKT 4613 Services Marketing. Priddy seconded the motion. The subcommittee that reviewed the proposal was concerned the syllabus did not contain the University Safety Statement, although Academic Integrity is listed the link is not correct, and the letter of support is not signed by a majority of the department curriculum committee. Moore moved to pass MKT 4613 contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the addition of SS 3103 Sport Sponsorship, the addition of distance education to SS 3103, and the Meridian designation for SS 3103. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved unanimously.

Phillips moved to approve the addition of distance education to COE 4743/6743 Gender Issues in Counseling, COE 4903/6903 Developmental Counseling and Mental Health, COE 8063 Research Techniques for Counselors, COE 8073 Cultural Foundations in Counseling, COE 8203 Placement and Career Development Counseling, and COE 8913 Counseling Children; and the modification and addition of distance education to COE 8023 Counseling Theory. The subcommittee that reviewed the proposals had the following concerns: for COE 4743/6743, the University Safety Statement needs to be added to the syllabus, what constitutes attendance for Campus 5 students needs to be defined, information needs to be included in the syllabus about how Campus 5 students submit their graded work, and a course outline with contact hours needs to be added to the syllabus; for COE 4903/6903 and COE 8063, the University Safety Statement needs to be added to the syllabus, in the syllabus attendance for Campus 5 students is mentioned but is not defined, and the syllabus needs to include information about how Campus 5 submit their graded work; for COE 8073, how students format the Cultural Genogram needs to be added to the syllabus, the University Safety Statement needs to be added to the syllabus, in the syllabus attendance for Campus 5 students is mentioned but is not defined, and the syllabus needs to include information about how Campus 5 submit their graded work; for COE 8203, a course outline with contact hours needs to be added the syllabus, the University Safety Statement needs to be added to the syllabus, in the syllabus attendance for Campus 5 students is mentioned but is not defined, and the syllabus needs to include information about how Campus 5 submit their graded work; for COE 8913, the syllabus needs to include how the presentations are handled for Campus 5 students, the University Safety Statement needs to be added to the syllabus, in the syllabus attendance for Campus 5 students is mentioned but is not defined, and the syllabus needs to include information about how Campus 5 submit their graded work; and for COE 8023, a course outline with contact hours needs to be added to the syllabus, information about how Campus 5 students will present their demonstration presentations needs to be added to the syllabus, the University Safety Statement needs to be added to the syllabus, in the syllabus attendance for Campus 5 students is mentioned but is not defined, and the syllabus needs to include information about how Campus 5 submit their graded work. Sparks moved to pass the proposals contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the modification and addition of distance education to EPY 2513 Human Growth and Development; the addition, inclusion of distance education, and the Meridian designation for EPY 4103/6103 Behavior Analysis for Behavior Technicians, EPY 4223/6223 Applications of Applied Behavior Analysis, EPY 4443 Basics of Single Subject Design, EPY 4493 Behavioral Assessment, EPY 4603 Ethics, Supervision, and Personnel Management in Behavior Analysis; and the addition of distance education to EPY 4683 Advanced Issues in Educational Psychology, and EPY 8253 Child and Adolescent Development and Psychopathology. Priddy seconded the motion. The subcommittee that reviewed the proposals have the following concerns: for all of the EPY proposals, under Honor Code, the UCCC indicated the wording should be “**No** two students should work together on an exam or assignment;” and under Participation of Evaluation of Student Progress, it does not appear clear that the third paragraph in this section is directed at Campus 5 students, so the subcommittee suggested the line between the second and third paragraphs under Campus 5 should be removed so everything connects. For EPY 2513, the subcommittee questioned why the course may be taken ten times for credit; for EPY 4103/6103, the subcommittee questioned why the Course Objectives 1-7 are met for Campus 5 while only Course Objectives 1-5 are met for Campus 1 and 2, and the subcommittee also asked if the quizzes test different content based on the Campus delivery method; for EPY 4223/6223, make up tests need to follow AOP 12.09 for excused absences; for EPY 4493, on the syllabus under Evaluation of Student Progress – Quizzes, under Campus 5 it states there are “**two** (4) quizzes.,” for EPY 4603, make up tests need to follow AOP 12.09 for excused absences, the subcommittee questioned why the Course Objectives 1-7 are met for Campus 5 while only Course Objectives 1-5 are met for Campus 1 and 2, the subcommittee also asked if the quizzes test different content based on the Campus delivery method; for EPY 8253, the UCCC questioned if team presentations will have an advantage over individual presentations. Sparks moved to pass the proposals contingent upon the above concerns being addressed. Moore seconded the motion. The motion to pass contingent was approved unanimously.

Parajuli moved to approve the addition of distance education and the Meridian designation for EPY 8493 Social-Emotional and Behavioral Assessment; and the modification, addition of distance education, and Meridian designation for EPY 8763 Advanced Applied Behavior Analysis. Priddy seconded the motion. For EPY 8493 the subcommittee that reviewed the proposal reported that based on the Final syllabus, there is no indication how much each item under each category is worth (points wise) except for the Exams (100 points each), there are 4 Behavioral Observations, 3 Interviews, 3 Test Reviews, and 2 Reports but each category is worth 100 points for the final grade, the Final syllabus states “You will have to pair with another student to obtain Interobserver Agreement (IOA), so the subcommittee questioned how Campus 5 students going to accomplish this. For EPY 8763, the subcommittee had no additional observations except those that pertained to all EPY courses. Parajuli moved to pass the proposals contingent upon the above concerns being addressed. Sparks seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the modification and addition of distance education to EPY 9443 Single Subject Research Designs in Education; the addition, addition of distance education, and the Meridian designation for EPY 9443 Single Subject Research Designs in Education; the addition, addition of distance education, and the Meridian designation for EPY 9603 Legal, Ethical, and Professional Issues in Behavior Analysis; and the addition, addition of distance education, and the Meridian designation for EPY 9613 Consultation, Supervision, & Personnel Management in Applied Behavior Analysis. Priddy seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was approved unanimously.

Phillips moved to approve the modifications of the BS in Software Engineering and the BS in Computer Engineering. Carr seconded the motion. The motion to approve was approved unanimously.

Priddy moved to adjourn the meeting. Carr seconded the motion. The meeting was adjourned at 3:42 p.m.

**Report to the University Committee on Courses and Curricula
Ad hoc Committee on Hybrid Courses**

October 18, 2019

Background

UCCC has experienced several instances where faculty have wished to provide a significant portion of a course's content online in order to enhance students' educational experience, or where online courses would benefit from some amount of face-to-face instruction or specialized equipment or facilities on campus. This type of hybrid course is currently not defined at MSU. Hybrid courses have traditionally been defined in academia as courses with a combination of online participation and face-to-face meetings, with a significant percentage (but not all) of the contact hours occurring online. The committee met three times (Sep. 18, Oct. 4, and Oct. 16) to discuss the following recommendation.

Recommendation

The committee recommends two new definitions of hybrid courses, along with a procedure for approval of these courses by the UCCC.

1. We recommend that the University define two new categories of courses:
 - a. Face-to-face hybrid: The number of contact hours offered in an online format will be more than 20% and less than 50%.
 - b. Online hybrid: The number of contact hours offered in an online format will be at least 50% and less than 80%.
2. We recommend that courses with no more than 20% online participation will be considered standard face-to-face courses, while courses with at least 80% online participation will be considered standard online courses.
3. The following procedure is recommended to be put into place for approval of hybrid courses:
 - a. Two new methods of delivery will be added to CIM for the face-to-face hybrid and online hybrid courses.
 - b. Three of the four questions related to online/distance learning will be answered, which include how the instructor will engage in communication with students, how the students will interact with peers, and what is the justification for an online/distance learning component to the course (including a justification for offering certain portions online).
 - c. The list of topics in the syllabus will include which contact hours are to be face-to-face and which are to be online, along with details on how the online component will be offered (synchronous participation, asynchronous video, etc.).
 - d. Proposals for face-to-face hybrid and online hybrid delivery to be offered during the spring and summer 2020 semesters will be reviewed by the UCCC Chair using a method that the chair determines. For courses scheduled after summer 2020 (or the time at which the CIM system has been updated to accommodate the new course types, whichever is later), approval of the full UCCC will be required.
4. We recommend that UCCC work with the Center for Distance Education and Center for Teaching and Learning to develop language for the standard syllabus template with respect to hybrid courses, and best practices/training material for these types of courses, which will be reflected in the updated Guide and Format.

Committee Members: Andy Perkins (Chair), Rob Moore, Matthew Priddy, Kathy Sherman-Morris, Barry Stewart, Chien Yu