

**University Committee on Courses and Curricula  
Mississippi State University  
September 6, 2019**

Members

Present: Amy Adkerson, Heather Alexander, Tracey Baham, Randy Campbell, Russell Carr, Cody Coyne, Kathy Dooley, Nathan Drake, Dana Franz, Trey Howell, Julie Jessop, Pat Matthes, Qingmin Meng, Jes Miller, Rob Moore, Emily Owen, Prem Parajuli, Tommy Parker, Andy Perkins, Tommy Phillips, Matthew Priddy, Wendy Roussin, Kathy Sherman-Morris, Sarah Helen Skelton, Darrell Sparks, Barry Stewart, Jenny Turner, Jeff Winger, Chien Yu,

Excused: Amy Crumpton, Padmanava Dash, Marian Swindell, Brad Trinkle, Robert Wolverton

Absent: Michael Natrass

Guests: Manav Bhatia, Annika Campbell, Kali Dunlap, Steve Elder, Kiley Forsythe, Jessica Graves, Yucheng Liu, Lynn Palmer, Peter Ryan

Franz called the meeting to order at 1:30 p.m. on Friday, September 6, 2019 in Room 324 of the Student Union. Franz welcomed the new and returning UCCC members. Franz announced that she met with MSU Provost, Dr. David Shaw, and Dr. Shaw sees the UCCC as an important part of the curriculum process. Franz announced that Perkins will be chairing a subcommittee on determining the definition of blended learning as a method of delivery. Franz also announced that all of the course proposals in workflow before the new MSU Safety Statement was announced were not rolled back to add the statement, but faculty members will be notified to add the information.

Dr. Peter Ryan, Associate Provost for Academic Affairs, welcomed UCCC members to a new academic year and thanked the UCCC members for their curriculum work. Dr. Ryan announced that Dr. Dana Franz is an Assistant Vice President Intern in the Provost Office this semester. Dr. Ryan also announced the Mississippi Institute of Higher Learning (IHL) is looking at multiple pathways for mathematics general education requirements. The IHL is also leading the way for the Bachelor of Applied Science/General Studies that is on the September UCCC agenda addendum.

Stewart moved to approve the minutes from the April 25, 2019 UCCC meeting. Carr seconded the motion. The motion to approve the April 25, 2019 minutes was approved unanimously.

Perkins moved to approve the addition of the Bachelor of Applied Sciences/General Studies. Coyne seconded the motion. The motion to approve the addition of the Bachelor of Applied Sciences/General Studies was approved unanimously.

Perkins moved to approve the addition of GRD 8300 International Thesis Research and GRD 9300 International Dissertation Research. Roussin seconded the motion. Ms. Annika Campbell appeared in support of the proposals. UCCC members discussed how the courses will be used to track graduate

students while they participate in research abroad. Individual departments will request the Registrar's Office create courses using the appropriate prefixes for their students. The motion to approve the addition of GRD 8300 and GRD 9300 was approved unanimously.

Perkins moved to approve the modification of PAS 8332 Seminar III for the Physician Assistant, the modification of PAS 8333 Internal Medicine Rotation for the Physician Assistant, the addition of PAS 8363 Elective Clinical Rotation for the Physician Assistant, the modification of PAS 8403 Preceptorship Rotation for the Physician Assistant, and the modification of the MPAS in Physician Assistant Studies. Roussin seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve the modification of PAS 8332, the modification of PAS 8333, the addition of PAS 8363, the modification of PAS 8403, and the modification of MPAS in Physician Assistant Studies was approved unanimously.

Campbell moved to approve the modification and addition of online/distance learning to BCH 4113/6113. Parajuli seconded the motion. The subcommittee that reviewed the proposal was concerned the first sentence in the course description in the syllabus should read the course is “. . . open to undergraduate and graduate students, non-BCH majors;” The subcommittee also found the grading may be confusing for graduate students because in the syllabus under assignments it says that students will be required to complete two written assignments and on the next page under grading it says the final grade will be based on three exams, quizzes and discussion boards, and individual student assignments. Below that statement, the syllabus lists written assignments for all students and states graduate students will be graded differently on the written assignments. On the course proposal under graduate students, it indicates graduate students will receive a separate set of written assignments. Therefore, the subcommittee felt the assignments and grading for graduate students were confusing. Priddy moved to pass the modification and addition of online/distance learning to BCH 4113/6113 contingent upon the above concerns being addressed. Carr seconded the motion. The motion to pass the modification and addition of online/distance learning to BCH 4113/6113 contingent was approved unanimously.

Campbell moved to approve the modification of the BS in Animal and Dairy Science. Parajuli seconded the motion. The motion to approve the modification of the BS in Animal and Dairy Science was approved unanimously.

Campbell moved to approve the addition of the Undergraduate Meat Science Certificate. Parajuli seconded the motion. The UCCC members discussed whether the internship hours required were within the AOP guidelines. The motion to approve the addition of the Undergraduate Meat Science Certificate was approved unanimously.

Sparks moved to approve the addition of online/distance education to AN 4403 Introduction to Linguistics. Parajuli seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve the addition of online/distance education to AN 4403 was approved unanimously.

Sparks moved to approve the modification and addition of online/distance education to FL 8693 Advanced Foreign Language Pedagogy, the addition of FL 8793 Foreign Language Planning, Instruction, and Assessment, and the addition of online/distance education to FL 8793. Parajuli seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to

approve the modification and addition of online/distance education to FL 8693, the addition of FL 8793, and the addition of online/distance education to FL 8793 was approved unanimously.

Carr moved to approve the modification and addition of online/distance education to CHE 8113 Advanced Chemical Engineering Thermodynamics, the modification and addition of online/distance education to CHE 8123 Chemical Kinetics and Dynamics, and the modification and addition of online/distance education to CHE 8523 Advanced Transport Phenomena. Winger seconded the motion. For CHE 8113 and CHE 8123, the subcommittee that reviewed the proposals had the following concerns: the blanket policy that there are no make-up exams is not consistent with University policy; the attendance policy is not clear; the accommodation for excused absences need to be included; the grade of "Z" needs to be revised to "F;" the new MSU Safety Statement needs to be added; the first sentence under Course Videos needs to be revised; the syllabi need to include information on how the distance students will take quizzes; there needs to be more information in the syllabus about how homework assignments will be made for distance students and how the homework will be turned in; and for CHE 8113 there needs to be more information on the Journal Critique/Presentation. For CHE 8523, the subcommittee had the following concerns: the grading scale for F should be "<60;" the blanket policy that there are no make-up exams is not consistent with University policy; the new MSU Safety Statement needs to be added; the first sentence under Course Videos needs to be revised; and there needs to be more information included in the syllabus about how distance students will take quizzes. Roussin moved to pass the modifications and additions of online/distanced education to CHE 8313, CHE 8123 and CHE 8523 contingent upon the above concerns being addressed. Yu seconded the motion. The motion to pass contingent was approved unanimously.

Winger moved to approve the addition of ME 4233 Fundamentals of FEA, the addition of online/distance education to ME 4233, and the addition of the Gulf Coast designation to ME 4233. Sparks seconded the motion. The subcommittee that reviewed the proposal had the following concerns: the first sentence under Course Videos needs to be revised; there is not enough information concerning how the distance students will turn in homework assignments; and there is not enough information about how distance students will complete the final project that is to be completed in groups. Carr moved to pass the addition of ME 4233, the addition of online/distance education to ME 4233, and the addition of the Gulf Coast designation to ME 4233 contingent upon the above concerns being addressed. Coyne seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the addition of online/distance education to ME 8313 Conductive Heat Transfer, the addition of the Gulf Coast designation to ME 8313, and the addition of online/distance education to ME 8513 Classical Thermodynamics. Parajuli seconded the motion. The subcommittee that reviewed the proposals had the following concerns for ME 8313: the four distance learning questions need to be answered more completely; in the syllabus there needs to be details on how online/distance students will be assigned their homework, what time frame they have for their homework, and how quizzes will be administered; there needs to be more information about what the project will be; the MSU Safety Statement needs to be added to the syllabus; and there needs to be information included about how the final exam will be proctored for online/distance students. For ME 8513, in the syllabus there is no information for online/distance students; there are no details in the syllabus about how the online/distance students will be assigned their homework or what time frame they have for their homework; and there needs to be information included about how the final exam will be proctored for online/distance students. Coyne moved to pass the addition of online/distance education to ME 8313, the addition of Gulf Coast designation to ME 8313, and the addition of online/distance education to ME

8513 contingent upon the above concerns being addressed. Sparks seconded the motion. The motion to pass contingent was approved unanimously.

Priddy moved to approve the modification of the BS in Biological Engineering. Parajuli seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve the modification of the BS in Biological Engineering was approved unanimously.

Winger moved to approve the modifications of the MS and Ph.D. in Chemical Engineering. Parajuli seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve the modifications of the MS and Ph.D. in Chemical Engineering was approved unanimously.

Parajuli moved to approve the modifications of the MS and Ph.D. in Computational Engineering. Winger seconded the motion. The subcommittee that reviewed the proposal was concerned about the wording on subheading two (2) under Academic Performance on page five of the proposal. The subcommittee recommended that the modifications on dismissal should be revised to align the academic policy with the Graduate School policy. Priddy moved to pass the modifications for the MS and Ph.D. in Computational Engineering contingent upon the above concern being addressed. Coyne seconded the motion. The motion to pass contingent was approved unanimously.

Parajuli moved to approve the modification of CVM 8801 Seminars in Veterinary Anesthesiology. Carr seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve the modification of CVM 8801 was approved unanimously.

Sparks moved to adjourn the meeting. Coyne seconded the motion. The motion to adjourn was approved unanimously.

The meeting was adjourned at 3:20 p.m.