

**University Committee on Courses and Curricula**  
**Mississippi State University**  
**September 7, 2018**

Members

- Present: Amy Adkerson, Tracey Baham, John Buol, Randy Campbell, Russell Carr, Cody Coyne, Amy Crumpton, Padmanava Dash, Dana Franz, Charles Freeman, Trey Howell, Kevin Hunt, Pat Matthes, Qingmin Meng, Rob Moore, Emily Owen, Prem Parajuli, Tommy Parker, Andy Perkins, Tommy Phillips, Matthew Priddy, Darrell Sparks, Brad Trinkle, Jacob Tschume, Jenny Turner, Erica Waldman, Robert Wolverton, Chien Yu, Matthew Zimmerman
- Excused: Seamus Freyne, Pat Matthes, Kathy Sherman-Morris, Jeff Winger
- Absent: Arman Borazjani, Joshua Hartley
- Guests: Terry Dale Cruse, Deborah Eakin, Kiley Forsythe, Dan Gadke, Deborah Munsell, Susan Seal

Franz called the meeting to order at 1:30 p.m. on Friday, September 7, 2018 in the Trotter Room of the Center for Advanced Vehicular Systems in the Research Park. Franz welcomed the new UCCC members and asked that all members introduce themselves. Franz announced that the UCCC streamlined online forms were implemented in July, and the new distance questions on the revised forms are aligned with the Quality Matters distance standards. Franz also announced the 2018-2019 Guide and Format is now posted on the UCCC website.

Crumpton moved to approve the April 26, 2018 UCCC minutes. Parajuli seconded the motion. The April 26, 2018 UCCC minutes were unanimously approved. Coyne moved to approve the June 18, 2018 UCCC minutes. Hunt seconded the motion. The June 18, 2018 UCCC minutes were unanimously approved.

Carr moved to approve the addition of the MPAS in Physician Assistant Studies and the additions of PAS 5012, PAS 5013, PAS 5016, PAS 5022, PAS 5023, PAS 5026, PAS 5102, PAS 5103, PAS 5104, PAS 5107, PAS 5112, PAS 5113, PAS 5202, PAS 5203, PAS 5204, PAS 5208, PAS 5213, PAS 5223, PAS 5301, PAS 5302, PAS 5303, PAS 5305, PAS 5308, PAS 5312, PAS 5313, PAS 5321, PAS 5322, PAS 5323, PAS 5325, PAS 5331, PAS 5343, and PAS 5353. The subcommittee that reviewed the program and course proposals made the following report: there were not any concerns about the program proposal; for PAS 5012, questioned if exams 1-3 are cumulative given the increasing value of each and if so should that be indicated in the syllabus, are text books required or suggested, and there are no letter grade equivalents for percentages indicated in the syllabus; for PAS 5013, a link is needed or information needs to be included in the syllabus for Meridian student support services, syllabus refers to LSU under Evaluation/Absences, and there are no letter grade equivalents for percentages indicated in the syllabus; for PAS 5016, the syllabus does not indicate if the exams are cumulative; for PAS 5022, there are no letter grade equivalents for percentages indicated in the syllabus; for PAS 5023, the exams are

cumulative but have the same grade percentages so the subcommittee questioned if the more cumulative exams should be weighted more, there are no letter grade equivalents for percentages in the syllabus; for PAS 5026, there were no concerns; for PAS 5102, there are no letter grade equivalents for percentages in the syllabus; for PAS 5103, there are no letter grade equivalents for percentages in the syllabus, there is a website link before the schedule in the syllabus that seems out of place; for PAS 5104, there were no concerns; for PAS 5107, questioned that since the exams have different percentages values are the exams cumulative or bigger blocks of information, there are no letter grade equivalents for percentages in the syllabus; for PAS 5112, there are no letter grade equivalents for percentages in the syllabus; for PAS 5113, there are no letter grade equivalents for percentages in the syllabus; for PAS 5202, there are no letter grade equivalents for percentages in the syllabus; for PAS 5203, there are no letter grade equivalents for percentages in the syllabus; for PAS 5204, the syllabus provides expectations for attendance and grading consequences of absences but attendance is not a component of the total grade calculation, there are no letter grade equivalents for percentages in the syllabus; for PAS 5208, there are no letter grade equivalents for percentages in the syllabus; for PAS 5213, participation/ attendance is percentage of the total grade for the course but nothing is provided for how participation will be evaluated, and there are no letter grade equivalents for percentages in the syllabus; for PAS 5223, the course competencies and learning objectives are missing, there are no letter grade equivalents for percentages in the syllabus; for PAS 5301, syllabus provides expectations for attendance and grading consequences of absences, but attendance is not a component of the total grade calculation, there are no letter grade equivalents for percentages in the syllabus; for PAS 5302, there are no letter grade equivalents for percentages in the syllabus; for PAS 5303, syllabus provides expectations for attendance and grading consequences of absences but attendance is not a component of the total grade calculation, and there are no letter grade equivalents for percentages in the syllabus; for PAS 5305, the syllabus provides expectations for attendance and grading consequences of absences but attendance is not a component of the total grade calculation, the syllabus uses PYAS instead of PAS, there is no course outline; for PAS 5308, the syllabus provides expectations for attendance and grading consequences of absences but attendance is not a component of the total grade calculation, the syllabus uses PYAS instead of PAS, there is no course outline; for PAS 5312, the course description may need to be expanded to better describe the course; for PAS 5313, the syllabus provides expectations for attendance and grading consequences of absences but attendance is not a component of the total grade calculation, there is no course outline; for PAS 5321, the syllabus provides expectations for attendance and grading consequences of absences but attendance is not a component of the total grade calculation, there is no course outline; for PAS 5322, the syllabus is numbered 6578 instead of 5322, the course outline may need to include more information; for PAS 5323, there is no attendance policy, questioned if a course outline is needed; for PAS 5325, the syllabus provides expectations for attendance and grading consequences of absences but attendance is not a component of the total grade calculation, questioned if a course outline is needed; for PAS 5331, the syllabus provides expectations for attendance and grading consequences of absences but attendance is not a component of the total grade calculation, questioned if a course outline is needed; for PAS 5343, the syllabus provides expectations for attendance and grading consequences of absences but attendance is not a component of the total grade calculation, questioned if a course outline is needed; for PAS 5353, there is no attendance policy, questioned if a course outline is needed. Crumpton moved to pass the MPAS program and course proposals contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion to pass the MPAS program and course proposals contingent was approved unanimously.

Parajuli moved to approve the addition of ADS 2221 Companion Animal Management Laboratory. Crumpton seconded the motion. The subcommittee was concerned about the language that “lack of attendance due to an unexcused absence may impact the class daily grades” and “only partial credit will

be given for late assignments/worksheets.” The subcommittee felt this language is vague, and it would be better to clearly state whether there is a penalty and what the penalty is for unexcused absences/late assignments. Hunt moved to pass the addition of ADS 2221 contingent upon the above concern being addressed. Carr seconded the motion. The motion to pass ADS 2221 contingent was approved unanimously.

Campbell moved to approve the modification of ADS 3214 Livestock Growth and Development. Hunt seconded the motion. The subcommittee that reviewed the proposal pointed out that there are only 42 lecture contact hours instead of 45 indicated in the lecture content outline total. Carr moved to pass the modification of ADS 3214 contingent upon the above concern being resolved. Sparks seconded the motion. The motion to pass the modification of ADS 3214 contingent was approved unanimously.

Campbell moved to approve the modification of ADS 4124 Animal Breeding. Hunt seconded the motion. The subcommittee that reviewed the proposal pointed out the syllabus course description mentions a cross listing with GNS, but that cross listing is not in course proposal. Subcommittee members were also concerned there are no makeup quizzes allowed with an excused absence. Coyne moved to pass the modification of ADS 4124 contingent upon the above concerns being addressed. Carr seconded the motion. The motion to pass the modification of ADS 4124 contingent was approved unanimously.

Campbell moved to approved the addition of ADS 4553/6553 Current Literature in Animal and Dairy Science and inclusion of online/distance education to the course. The subcommittee that reviewed the course was concerned that the policy that a “comparable make up quiz or exam would be given for pre-approved excused and those must be made in advance” was not in compliance with AOP 12.09 since all excused absences cannot be anticipated in advance. Carr moved to pass the addition of ADS 4553/6553 and inclusion of online/distance education to the course contingent upon the above concern being addressed. Hunt seconded the motion. The motion to pass the addition of ADS 4553/6553 and the inclusion of online/distance education to the course contingent was approved unanimously.

Campbell moved to approve the modification of ADS 8111 Animal and Dairy Sciences Seminar and the inclusion of online/distance education to the course. Parajuli seconded the motion. UCCC members were concerned the attendance policy was not clear and needs further clarification. Freeman moved to pass the modification of ADS 8111 and the inclusion of online distance education to the course contingent upon the above concern being clarified. Carr seconded the motion. The motion to pass contingent the modification of ADS 8111 and the inclusion of online/distance education to the courses was approved unanimously.

Campbell moved to approve the modification of ADS 8333 Nutritional Biochemistry of Livestock Species and the inclusion of online/distance education to the course. Carr seconded the motion. The subcommittee had no concerns about the proposal. The motion to approve the modification of ADS 8333 and the inclusion of online/distance education to the course was unanimously approved.

Carr moved to approve the addition of online/distance education to Master of Agriculture-Animal and Dairy Science. Hunt seconded the motion. The motion to approve the addition of online/distance education to the Master of Agriculture-Animal and Dairy Science was approved unanimously.

Parajuli moved to approve the addition of online/distance education to PSY 1013 General Psychology, PSY 1021 Careers in Psychology, PSY 3104 Introductory Psychological Statistics, PSY 3314 Experimental Psychology, PSY 3623 Social Psychology, and PSY 4403/6403 Biological Psychology. Campbell seconded

the motion. The subcommittee that reviewed the proposals was concerned that for PSY 3314, Chapter 13 is covered twice in the textbook for the Campus 1 offering and Chapter 12 is skipped, while for Campus 5 Chapter 12 and Chapter 13 are both covered, but this may be a typographical error; for PSY 4403, the names of Chapter 1 in the two syllabi are different. Hartley moved to pass the addition of online/distance education to PSY 1013, PSY 1021, PSY 3104, PSY 3314, PSY 3623, and PSY 4403/6403 contingent upon the above concerns being addressed. The motion to pass contingent was approved unanimously.

Carr moved to approve the addition of online/distance education to the Bachelor of Science in Psychology. Crumpton seconded the motion. The motion to approve the addition of online/distance education to the Bachelor of Science in Psychology was unanimously approved.

Parajuli moved to approve the modification of SO 8223 Quantitative Analysis. Hunt seconded the motion. The motion to approve the modification of SO 8223 Quantitative Analysis was approved unanimously.

Carr moved to approve the modification of EPY 4113/6113 Principles of Behavior Analysis. Parajuli seconded the motion. The subcommittee that reviewed the proposal was concerned that the syllabus mentions that unexcused absences may result in lowered grades but attendance is not parting of the grading scale, the syllabus indicates that late assignments will not be accepted but does not indicate how excused absences may affect that, needs to update the LMS with Canvas in the syllabus, the sentence in Participation that begins with "During course participation . . ." is missing a word or phrase, and in the Late Assignments policy it says "incomplete assignments are not accepted" but the policy does not explain what constitutes incomplete. Crumpton moved to pass the modification of EPY 4113/6113 contingent upon the above concerns being addressed. Hunt seconded the motion. The motion to pass the modification of EPY 4113/6113 contingent was approved unanimously.

Carr moved to approve the addition of online/distance education to KI 2213 Emergency Health Care. Parajuli seconded the motion. The subcommittee that reviewed the proposal noted that the proposal initiator needs to update the LMS with Canvas in the syllabus, on page four of the syllabus in the Evaluation and Student Progress Table consider having a separate line for Assignments instead of lumping them with exams, for distance consider expanding the information on how the students will be graded for participation, and there may need to be more information about if exams are proctored or open book. Crumpton moved to pass the addition of online/distance education to KI 2213 contingent upon the above concerns being addressed. Howell seconded the motion. The motion to pass the addition of online/distance education to KI 2213 was approved unanimously.

Parajuli moved to approve the modification of Master of Arts in Teaching (MATS) – Secondary/Alternative Route. Moore seconded the motion. The motion to approve the modification of the MATS – Secondary/Alternative Route was approved unanimously.

Carr moved to adjourn the meeting. Crumpton seconded the motion. The motion to adjourn was approved unanimously. The meeting was adjourned at 3:19 p.m.