

**University Committee on Courses and Curricula  
Mississippi State University  
September 9, 2016**

Present: Amy Adkerson, Tracey Baham, Madelyn Barr, Randy Campbell, Russell Carr, Mike Cox, Amy Crumpton, Ben Emmich, Dana Franz, Charles Freeman, Robert Harland, Trey Howell, Kevin Hunt, Brenda Kirkland, Pat Matthes, Qingmin Meng, Lynda Moore, Rob Moore, Kelly Moser, Erika Niemann, Greg Olsen, Emily Owen, Tommy Parker, Andy Perkins, Tommy Phillips, John Rigsby, Barry Stewart, Pam Sullivan, Jenny Turner, Robert Wolverton, Chien Yu

Excused: Shrinidhi Ambinakudige, Seamus Fryne, Skip Jack

Proxy: Valerie Tate for Susan Seale

Guests: Danielle Molina, Derris Burnett, Marina Denny

Franz called the meeting to order at 1:30 p.m. on Friday, September 9, 2016 in room 324 of the Student Union. Dr. Peter Ryan, Associate Provost, welcomed the UCCC back to a new school year and expressed appreciation for the work of the committee. Dr. Ryan asked the committee to work in a spirit of cooperation to produce the best course and program proposals possible. Franz announced that when the report prepared by the UCCC Review Committee is released, the UCCC will review the findings and recommendations. Carr moved to approve the April 28, 2016 minutes. Stewart seconded the motion. The April 28, 2016 minutes were approved unanimously.

Crumpton moved to approve the addition of ID 4673 Integrated Lighting Solutions. Hunt seconded the motion. The motion to approve the addition of ID 4673 was passed unanimously.

Emmich moved to approve the addition of CVM 5840 Veterinary Student Research Initiative. Hunt seconded the motion. Committee members were concerned that the statement under the attendance policy that an unexcused absence from all or part of two days of the elective rotation will result in failure of the course is not in compliance with AOP 12.09. Moser moved to pass CVM 5840 contingent upon the above concern being addressed. Crumpton seconded the motion. The motion to pass CVM 5840 contingent passed unanimously.

Carr moved to approve the name change for the MS in School Administration, the modification of the MS in Educational Leadership, the modification to the Ph.D. in Elementary, Middle and Secondary Education Administration; modifications to EDA 8223, EDA 8283, EDA 8353, and

EDA 8383; additions of HED 8010, HED 8223, HED 8283, HED 8353, HED 8383, HED 8573, HED 8583, and HED 8593; the modifications to HED 8113, HED 8523, HED 8543, HED 8553, and HED 8563; the modifications and inclusion of distance education to HED 8123, and HED 8133; the additions and inclusions of distance education for HED 8613, HED 8623, HED 8633, HED 8643, HED 8653, HED 8673 and HED 8683. Campbell seconded the motion. Subcommittee members reporting on these proposals had the following concerns: EDA 8223, EDA 8283, EDA 8383, HED 8223, HED 8283, HED 8383 are cross listed with other courses, but the cross listed courses do not have the same prerequisites; for EDA 8223, HED 8010, HED 8223, HED 8523, and HED 8553 there are inconsistencies in the grading scales because some grades are in ascending order while others are in descending order; EDA 8283 has a spelling error in the syllabus under Student Activities/Course Requirements; HED 8010 Professional Development points do not add up correctly and it is listed as HED 8000 in the justification; HED 8123 – under topics to be covered on course outline and syllabus, item 5 is missing a closing parenthesis and item 11 has an additional parenthesis before the contact hours; HED 8133 Campus 1 syllabus is confusing at the end of the document and some of that information looks like it should go in the assignment area; HED 8283 has a spelling error in the syllabus under Student Activities/Course Requirements; HED 8523 has no learning outcomes in the syllabus and the learning outcomes in the proposal do not appear to be measurable; HED 8543 has no learning outcomes in the syllabus, the course is listed as HED 8553 in the proposed course outline, the headings under the Student Activities/Course Requirements are misnumbered; HED 8553 has no learning outcomes in the syllabus; HED 8563 has no learning outcomes in the syllabus; HED 8573 has no learning outcomes in the syllabus, there is discussion in the Justification as to why HED 8563 is listed as a prerequisite for HED 8564 that appears out of place, and the bottom of each page in the syllabus lists “HED 8564” instead of HED 8573; HED 8583 has no learning outcomes in the syllabus, the course is described as HED 8555 instead of HED 8583 in the Justification and at the bottom of each page of the syllabus; HED 8593 has no learning outcomes in the syllabus and the course is described as HED 8556 in the Justification; HED 8623 has an error in the Equivalencies Table in the “Student outcomes related to social identity” section and the contact hours for distance need review; HED 8633 Campus 1 Syllabus and Campus 5 Syllabus Section VII of Topics to be Covered lists 6 contact hours but adds up to 9 contact hours; and in HED 8673 it is difficult to determine if the “Suggested Student Activities” are required. Subcommittee members also questioned if the SA/HE abbreviation in the course titles/descriptions should be spelled out, why HED 9000 is mentioned in the program proposal but is not included in the course proposals, and if the term “Educational leadership across the P-20 pipeline” used in the program proposals is clear. Crumpton moved to table the proposals based upon the above concerns. Hunt seconded the motion. The motion to table the EDA and HED course and program proposals passed unanimously.

Emmich moved to approve the additions of ADS 4543/6543 applied Animal Biotechnology and ADS 8333 Nutritional Biochemistry of Livestock Species. Moser seconded the motion. For ADS 4543/6543 committee members were concerned there were not enough contact hours for a lecture/lab. Stewart moved to pass ADS 4543/6543 contingent upon the above concern being addressed. Crumpton seconded the motion. The motion to pass ADS 4543/6543 contingent was approved unanimously. The motion to approve the addition of ADS 8333 was then

approved unanimously.

Emmich moved to approve the modifications of FDM 1001, FDM 1523, FDM 1533, FDM 2123, FDM 2524, FDM 2553, FDM 2573, FDM 3563, FDM 3573, FDM 3593, FDM 4343/6343, FDM 4363, FDM 4513/6513, FDM 4533, FDM 4583/6583, FDM 4593/6593, FDM 4711, FDM 4733/6733, and FDM 4763. Moser seconded the motion. The assigned subcommittee reported that the courses should all comply with AOP 12.09 on class attendance and have the Title IX statement on the syllabus. The additional concerns were: the class syllabus does not account for Spring Break in FDM 1523; the method of evaluation points needs to be reviewed in FDM 1533; the amount of points for Student Activities/Class assignments are not clear, and the lecture and lab contact hours are not clear in the course outline in FDM 2123; the proposal name and the syllabus name for the class do not match, the contact hours for the lecture/lab need to be reviewed, and how the lecture/lab is described in the course description needs to be clarified in FDM 2524; the contact hours for the lab are not specified, and the prefix for one of the prerequisites needs to be revised in FDM 3563; the lecture/lab contact hours need to be clarified, the prefix for one of the prerequisites needs to be revised, and the amount of points for Student Activities/Class Assignments are not clear in FDM 3573; the attendance policy needs to be clarified in FDM 3593; the graduate course requirements need to be outlined in the syllabus in FDM 4343; the prerequisite prefix needs to be updated for the prerequisite, and the proposed syllabus is not loaded for FDM 4583; the number of contact hours for the lab portion of the course needs review, the syllabus course description does not include the prerequisite, and the attendance policy needs to be reviewed to be sure it is in line with AOP 12.09 for FDM 4593; the concentrations are listed in the catalog description instead of the major for FDM 4711; the course title may need to include the title of the program and the syllabus course description and the proposal course description should match for FDM 4733; the prerequisite prefix needs to be revised and there are two special accommodation sections on the syllabus for FDM 2763. Crumpton moved to table FDM 2524 and pass FDM 1001, FDM 1523, FDM 1533, FDM 2123, FDM 2553, FDM 2573, FDM 3563, FDM 3573, FDM 3593, FDM 4343/6343, FDM 4363, FDM 4513/6513, FDM 4533, FDM 4583/6583, FDM 4593/6593, FDM 4711, FDM 4733/6733, and FDM 4763 contingent upon the above concerns being addressed. Stewart seconded the motion. The motion was approved unanimously.

Stewart moved to approve the modifications to HDFS 1813, HDFS 2803, HDFS 2813, HDFS 2990, HDFS 3303, HDFS 3803, HDFS 3843, HDFS 4313/6313, HDFS 4333/6333, HDFS 4403/6403, HDFS 4424/6424, HDFS 4740, HDFS 4760, HDFS 4770, HDFS 4780, HDFS 4790, HDFS 4803/6803, HDFS 4833/6833, HDFS 4843/6843, HDFS 4873/6873, HDFS 4990/6990, HDFS 8000, HDFS 8313, HDFS 8813, HDFS 8823, HDFS 8990 and HDFS 9000; and the modification plus Maymester to HDFS 4853/6853. Emmich seconded the motion. The assigned subcommittee reported that for HDFS 2803 and HDFS 2813 the method of evaluation needs to be clarified (grade of B range has typographical error), the laboratory hours/requirements need to be clarified, and an equivalency table of the Campus 1 and Campus 5 offerings should be attached. For HDFS 3303, the catalog description in the proposal and in the syllabus do not match. Rigsby moved to pass HDFS 2803, HDFS 2813, and HDFS 3303 contingent upon the above concerns being addressed. Niemann seconded the motion. The motion to pass HDFS 2803, HDFS 2813,

and HDFS 3303 contingent was approved unanimously. The motion to approve the modifications to HDFS 1813, HDFS 2990, HDFS 3803, HDFS 3843, HDFS 4313/6313, HDFS 4333/6333, HDFS 4403/6403, HDFS 4424/6424, HDFS 4740, HDFS 4760, HDFS 4770, HDFS 4780, HDFS 4790, HDFS 4803/6803, HDFS 4833/6833, HDFS 4843/6843, HDFS 4873/6873, HDFS 4990/6990, HDFS 8000, HDFS 8313, HDFS 8813, HDFS 8823, HDFS 8990 and HDFS 9000; and the modification plus Maymester to HDFS 4853/6853 was approved unanimously.

Moser moved to approve the modifications of AELC 1001, AELC 2103, AELC 2990, AELC 3203, AELC 3333, AELC 3603, AELC 3803, AELC 3813, AELC 4000, AELC 4103/6103, AELC 4203, AELC 4223, AELC 4403/6403, AELC 4424, AELC 4503/6503, AELC 4710/6710, AELC 4803, AELC 4990/6990 and the BS in Agricultural Education, Leadership & Communications: Agricultural Education, Agricultural Leadership, and Agricultural Communications. Moore seconded the motion. The subcommittee reported: for AELC 3333 the course outline does not reflection the change from a lecture/lab to a lecture; the proposed syllabus does not reflect the proposed name change in the proposal for AELC 3803; while the proposal mentions the split level is being removed there is no deletion of AIS 6203, the Title IX statement is not in the syllabus, and the course outline does not differentiate between lab and lecture hours for AELC 4203; the support letter for AELC 4103/6103 is blank; the graduate requirements for AELC 4503/6503 are hard to follow; and the subcommittee had difficulty accessing the proposals for AELC 3603, AELC 4223, and AELC 4424. Moser moved to pass AELC 3333, AELC 3603, AELC 3803, AELC 4203, AELC 4223, and AELC 4424 contingent upon the above concerns being addressed. Hunt seconded the motion. The motion to pass AELC 3333, AELC 3603, AELC 3803, AELC 4203, AELC 4223, and AELC 4424 contingent was approved unanimously. The committee then unanimously approved the modifications of AELC 3203, AELC 3813, AELC 4000, and AELC 4803. Carr then moved to pass the BS in Agricultural Education, Leadership & Communications: Agricultural Education, Agricultural Leadership, and Agricultural Communications, AELC 1001, AELC 2103, AELC 2990, AELC 4103/6103, AELC 4403/6403, AELC 4503/6503, and AELC 4710/6710 contingent. Niemann seconded the motion. The motion to pass contingent was approved unanimously.

Hunt moved to approve the MS in Agricultural and Extension Education: Teaching and Leadership, AELC 4990/6990, AELC 6103, AELC 6503, AELC 6710, AELC 7000, AELC 8000, AELC 8100, AELC 8203, AELC 8243, AELC 8263, AELC 8403, AELC 8413, AELC 8503, AELC 8513, AELC 8593, AELC 8603, AELC 8613, AELC 8693, AELC 8703, AELC 8801, AELC 8803, AELC 8990, AELC 9000, and AELC 9583. Moser seconded the motion. Dr. Marina Denny appeared in support of the proposals. The subcommittee made the following report: the first three sentences of the first paragraph of the MS catalog description does not need to include the information about the 8000 level courses because all of the courses for that program are at the 8000 level; AELC 8000 has an incorrect link to the Honor Code; AELC 8100 had an incorrect link to the Honor Code, did not have a Support Services Statement, and did not have a Title IX statement; AELC 8203 needs to be reviewed for additional learning outcomes; subcommittee members questioned whether AELC 8243 and AELC 6103 are Campus 5 courses; AELC 8603 is missing a Title IX statement. Stewart moved to pass the MS in Agricultural and Extension Education: Teaching and Leadership, AELC 4990/6990, AELC 6103, AELC 6503, AELC 6710, AELC 7000, AELC 8000, AELC 8100, AELC 8203, AELC 8243, AELC 8263, AELC 8403, AELC 8413, AELC 8503, AELC

8513, AELC 8593, AELC 8603, AELC 8613, AELC 8693, AELC 8703, AELC 8801, AELC 8803, AELC 8990, AELC 9000, and AELC 9583 contingent upon the above concerns being addressed. Emmich seconded the motion. The motion to pass contingent was approved unanimously.

The committee members discussed whether having subcommittees report was helpful.

Hunt moved to adjourn. Moser seconded the motion. The motion to adjourn was approved unanimously. The meeting was adjourned at 3:50 p.m.