

University Committee on Courses and Curricula
Mississippi State University
March 22, 2019

Members

Present: Amy Adkerson, Tracey Baham, Randy Campbell, Russell Carr, Cody Coyne, Padmanava Dash, Dana Franz, Charles Freeman, Trey Howell, Kevin Hunt, Tori Marshall, Pat Matthes, Rob Moore, Emily Owen, Tommy Parker, Andy Perkins, Tommy Phillips, Matthew Priddy, Wendy Roussin, Kathy Sherman-Morris, Marian Swindell, Brad Trinkle, Jenny Turner, Erica Waldman, Jeff Winger, Chien Yu, Matthew Zimmerman

Excused: Amy Crumpton, Caroline Kobia, Qingmin Meng, Robert Wolverton

Absent: Arman Borazjani, Seamus Freyne, Joshua Hartley, Darrell Sparks

Guests: Richard Damms, Kylie Forsythe, Angel Fason, Kasia Gallo, Donna Gordon, Alisha Hardman, Aaron McElfish, Lynda Moore, Robert Otondo, Ginger Pizer, Phillip Poe, Peter Ryan, Dennis Truax, Molly Zuckerman

Franz called the meeting to order at 1:30 p.m. on Friday, March 22, 2019 in Room 324 of the Student Union. Franz thanked Perkins for chairing the February UCCC meeting. Franz announced she met with Dr. Peter Ryan, Associate Provost for Academic Affairs, recently, and Dr. Ryan is very pleased with the thoroughness of the UCCC reviews of course and program proposals.

Carr moved to approve the minutes from the February 15, 2019 UCCC meeting. Hunt seconded the motion. The motion to approve the February 15, 2019 minutes was approved unanimously.

Howell moved to approve the addition of LIB 9010 Electronic Thesis/Dissertation Format and Submission. Roussin seconded the motion. Committee members discussed how the course will be implemented for graduate students. The motion to approve was approved unanimously.

Freeman moved to approve the addition of ART 4773/6773 Digital Drawing. Yu seconded the motion. The subcommittee that reviewed the proposal noted in the class participation portion of the syllabus failure to participate in classroom discussions and critiques may lead to a failing grade but participation is not included in the project breakdown assessment. This provision needs revision or clarification. Hunt moved to pass the addition of ART 4773/6773 contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved unanimously.

Howell moved to approve the addition of online/distance education to CE 4703/6703 Construction Engineering and Management. Carr seconded the motion. The subcommittee that reviewed the proposal recommended approval and cited the proposal as a good example for other initiators adding

distance education. The motion to approve the addition of distance education to CE 4703/6703 was approved unanimously.

Howell moved to approve the addition of online/distance education to CSE 1233 Computer Programming with C and CSE 2813 Discrete Structures. Freeman seconded the motion. The motion to approve the addition of online/distance education to CSE 1233 and CSE 2813 was approved unanimously.

Freeman moved to approve the modification of the BAT in Healthcare Services, and Event and Hospitality Services. Priddy seconded the motion. Dr. Richard Damms and Dr. Peter Ryan appeared in support of the proposal. The committee members were concerned that the statement on the cover sheet that MGT 3114 had been deleted was misleading and suggested the language be edited to reflect that MGT 3114 has been revised to MGT 3113. Carr moved to pass the modification of the BAT contingent upon the above concern being addressed. Howell seconded the motion. The motion to pass the modification of the BAT contingent was approved unanimously.

Carr moved to approve the addition of distance education to ADS 8243 Advanced Physiology of Reproduction. Trinkle seconded the motion. The subcommittee that reviewed the proposal was concerned there was not sufficient information in the syllabus for Campus 5 students. Specifically, the subcommittee was concerned the syllabus did not outline how distance students would participate in the journal club, how the distance students would lead discussions, when the distance students can watch videos of the lectures, and how students comment/provide feedback on the video presentations of other students. The subcommittee pointed out that some of this information is contained in the proposal but is not in the student syllabus. The subcommittee also pointed out that the syllabus indicates that missed exams are only made up for emergency situations, and this policy may not be in compliance with AOP 12.09. Hunt moved to pass the addition of distance education to ADS 8243 contingent upon the above concerns being addressed. Coyne seconded the motion. The motion to pass the addition of distance education to ADS 8243 contingent was approved unanimously.

Carr moved to approve the addition of FNH 4793/6793 Health Promotion in the Workplace and the addition of online/distance education to FNH 4793/6793. The subcommittee that reviewed the proposal was concerned there was not sufficient information in the syllabus for distance students; the make-up policy mentions "valid evidence" for allowing late accommodations instead of excused absences as outlined in AOP 12.09; Canvas should be referenced instead of MyCourses; and on the grading scales, the percentages listed do not match the points indicated. Freeman moved to pass the addition of FNH 4793/6793 and the addition of online/distance education to FNH 4793/6793 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the addition of HDFS 2023 Trauma Informed Practice and the addition of online/distance education to HDFS 2023. Moore seconded the motion. The subcommittee that reviewed the proposal was concerned there was not sufficient information in the syllabus for distance students. Priddy moved to pass the addition of HDFS 2023 and the addition of distance education to HDFS 2023 contingent upon the above concern being addressed. The motion to pass contingent was approved unanimously.

Carr moved to approve the modification of PHY 8133 Endocrine Secretions and the addition of online/distance education to PHY 8133. The subcommittee that reviewed the proposal recommended

approval. The motion to approve the modification of PHY 8133 and the addition of online/distance education to PHY 8133 was approved unanimously.

Carr moved to approve the addition of PSS 8012 Thesis Proposal Writing. Freeman seconded the motion. Dr. Amelia Fox appeared in support. The subcommittee that reviewed the proposal was concerned that the syllabus states no late assignments will be allowed which is not in compliance with AOP 12.09; the computer requirement statement needs to specify how students will be accommodated if they do not have the computers recommended; and the assessment method does not explain the difference between Unit Points and Points (for example, poster assignment is worth 100 Unit Points but then worth 150 Points). Hunt moved to approve the addition of PSS 8012 contingent upon the above concerns being addressed. Coyne seconded the motion. The motion to pass PSS 812 contingent was approved unanimously.

Carr moved to approve the addition of the Undergraduate Certificate in Trauma-Informed Child Advocacy. Priddy seconded the motion. Dr. Alisha Hardman appeared in support of the proposal. Dr. Hardman explained how the elective courses would be approved by departmental faculty. The Undergraduate Certificate in Trauma-Informed Child Advocacy may be listed as approved when the contingency for HDFS 2023 has been cleared since HDFS 2023 is a required course for the certificate. Hunt moved to pass the addition of the Undergraduate Certificate in Trauma-Informed Child Advocacy contingent upon the approval of HDFS 2023. Trinkle seconded the motion. The motion to pass contingent was approved unanimously.

Campbell moved to approve the additions of FDM 6443 Advanced Patternmaking and Design, FDM 6463 Advanced Draping, FDM 6613 Research in Fashion Consumer Behavior, FDM 6683 Research and Application in Fashion Entrepreneurship, FDM 6783 Experimental Fashion Design, FDM 6793 Research and Application in Digital Fashion Retailing; FDM 6873 Advanced Computer-Aided Design for Fashion; and the modification of the MS in Fashion Design & Merchandising. Trinkle seconded the motion. The subcommittee that reviewed the proposals made the following observations about the proposals: for FDM 6443, the lecture to undergraduate students is listed as 100 points, but there is no other mention of this assignment or how it is evaluated in the syllabus, and professionalism is listed for 100 points, but the only mention of how professionalism is graded is that 5 points are deducted beyond 2 unexcused absences; for FDM 6463, the course proposal is for FDM 6463, but the syllabus and the degree modification both list the course as FDM 6563, and there is little information about the lecture to undergraduate students and how the professionalism points are earned; for FDM 6613, there needs to be more information about the attendance policy with a reference to AOP 21.09; for FDM 6683, there were no concerns; for FDM 6783, there is no attendance policy, and while “paperwork for one juried competition” and “professionalism” are both listed as 100 points (or 10%) of the grade, but little to no information about these assignments or how the grading is given; for FDM 6793, there were no concerns; for FDM 6873, the course proposal lists the course as an one hour lecture and four hours lab while the syllabus indicates it is a two hours lecture and two hours lab, so this conflict needs to be resolved. For the program modification, the subcommittee felt the justification should be strengthened, it needs to be determined whether FDM 6563 should be FDM 6563 or FDM 6463, and the credit hours for FDM 6123 and FDM 6573 should be listed. Roussin moved to pass the course proposals for FDM 6443, FDM 6463, FDM 6613, FDM 6683, FDM 6783, FDM 6793, FDM 6873 and the modification of the MS in Fashion Design & Merchandising contingent upon the above concerns being addressed. Hunt seconded the motion. The motion to pass contingent was approved unanimously.

Hunt moved to approve the addition of online/distance education to AN 1103 Introduction to Anthropology. Trinkle seconded the motion. Dr. Molly Zuckerman appeared in support. The subcommittee that reviewed the proposal was concerned that the requirements for the online/distance course are significantly more demanding than the requirements for the face to face course, and therefore there is an equivalency issue. Carr moved to table the addition of online/distance education to AN 1103 based upon the above concerns. Freeman seconded the motion. The motion to table the proposal to add online/distance education to AN 1103 was approved unanimously.

Hunt moved to approve the addition of CO 4343 Backpack Video Journalism, the addition of CO 4394 Broadcast Capstone, and the modification of the BA in Communication. Roussin seconded the motion. The subcommittee that reviewed the proposals made the following observations: for CO 4343, in the course syllabus a grading scale needs to be added, MyCourses references should be revised to Canvas, a typographical error in the first sentence about Learning Objectives needs to be revised, AOP 12.09 is mentioned in the Deadlines section but also needs to be included in Attendance section, and a clarification needs to be made about allowing make up work for excused absences; for CO 4394, the attendance policy needs to be clarified especially with regard to losing all attendance points, and AOP 12.09 needs to be referenced. The subcommittee that reviewed the program proposal recommended approval of the program proposal after the CO 4343 and CO 4394 course proposals are cleared of the contingencies. Perkins moved to approve the addition of CO 4343, the addition of CO 4394, and the modification of the BA in Communication contingent upon the above concerns being addressed. Freeman seconded the motion. The motion to pass contingent was approved unanimously.

Hunt moved to approve the addition of FLC 3153 Chinese V and FLC 3163 Chinese VI. Trinkle seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve the addition of FLC 3153 and FLC 3163 was approved unanimously.

Hunt moved to approve the modification of GR 4443/6443 Weather Predication I. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve the modification of GR 4443/6443 was approved unanimously.

Hunt moved to approve the modification of the minor in English. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve the modification of the minor in English was approved unanimously.

Priddy moved to approve the addition of a Graduate Certificate in General Biology. Hunt seconded the motion. Dr. Donna Gordon appeared in support. UCCC members discussed who this certificate is designed for and what prerequisites would be needed. The motion to approve the addition of a Graduate Certificate in General Biology was approved unanimously.

Carr moved to approve the modification of BIS 8213 Secure Systems Analysis and Design. Hunt seconded the motion. The subcommittee that reviewed the proposal observed that the contact hours information is not on the revised syllabus with increments no larger than three (3) contact hours; a grading scale is not outlined in the syllabus; Team Project Guidelines are included in the current syllabus but not in the revised syllabus; the no make-up exam policy does not seem to be in compliance with AOP 12.09; there is no attendance policy in the syllabus; and it would be helpful if the syllabus was outlined similar to the syllabus template on the MSU Teaching and Learning Center website. Moore moved to approve the modification of BIS 8213 contingent upon the above concerns being addressed. Coyne seconded the motion. The motion to pass contingent was approved unanimously.

Roussin moved to approve the modification of FIN 4243 Senior Seminar in Financial Management and FIN 4433 Senior Seminar in Portfolio Management. Coyne seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve the modification of FIN 4243 and FIN 4433 was approved unanimously.

Roussin moved to approve the addition of MKT 4223 Social Media Marketing and the addition of online/distance education to MKT 4223. Coyne seconded the motion. The subcommittee that reviewed the proposal noted that the syllabi need to include the Honor Code statement and the Honor Code link, the catalog description on the proposal and the syllabus does not match, the requirements for Hootsuite Certification are different for face to face and online, and the Office Hours and Contacting Me section on the online syllabus need updating to better reflect that platform. Moore moved to pass the addition of MKT 4223 and the addition of distance education to MKT 4223 contingent upon the above concerns being addressed. Perkins seconded the motion. The motion to pass content was approved unanimously.

Coyne moved to approve the modification of the BBA in Finance. Roussin seconded the motion. The subcommittee that reviewed the proposal noted that some of the credit hours in the columns are not correctly aligned with the courses. The subcommittee recommended a revised copy be submitted to the UCCC Office. The motion to approve the modification of the BBA in Finance was approved unanimously.

Roussin moved to approve the modification of the MSIS in Information Systems (Campus 1 and Campus 5). Swindell seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve the modification of the MSIS in Information Systems (Campus 1 and Campus 5) was approved unanimously.

Moore moved to approve the addition of online/distance education to EPY 3063 Psychology of Individual Differences and Exceptional Ability, the modification and addition of online/distance education to EPY 3503 Principles of Educational Psychology, the addition of online/distance education to EPY 3513 Writing in the Behavioral Sciences, the modification and addition of online/distance education to EPY 4033/6033 Application of Learning Theories, the addition of online/distance education and the Meridian designation for EPY 4113/6113 Principles of Behavior Analysis, the addition of online/distance education to EPY 4214/6214 Educational and Psychological Statistics, and the modification and addition of online/distance education to EPY 4313 Measurement and Evaluation. Freeman seconded the motion. The subcommittee that reviewed the proposals recommended adding percentages to the grading scales on the syllabi but did not see any other issues with the proposals. The motion to approve was approved unanimously.

Hunt moved to adjourn. Freeman seconded the motion. The motion to adjourn was approved unanimously. The meeting was adjourned at 4:20 p.m.