

University Committee on Courses and Curricula
Mississippi State University
April 25, 2019

Members

Present: Amy Adkerson, Tracey Baham, Randy Campbell, Russell Carr, Cody Coyne, Amy Crumpton, Padmanava Dash, Dana Franz, Seamus Freyne, Kevin Hunt, Caroline Kobia, Tori Marshall, Qingmin Meng, Jes Miller, Rob Moore, Emily Owen, Tommy Parker, Andy Perkins, Tommy Phillips, Matthew Priddy, Wendy Roussin, Kathy Sherman-Morris, Brad Trinkle, Jenny Turner, Erica Waldman, Jeff Winger, Chien Yu, Matthew Zimmerman

Proxy: Bob Wolverton for Pat Matthes

Excused: Charles Freeman, Trey Howell, Darrell Sparks, Marian Swindell, Erica Waldman, Robert Wolverton

Guests: Machaunda Bush, Brian Counterman, Alireza Ermagun, Kylie Forsythe, Amelia Fox, Stacy Jackson, Carla Jagger, Juyoung Lee, Trey Martindale, Jeanie McNeel, Lynda Moore, Bindu Nanduri, Ashley Perry, Emily Shaw, Beca Spencer, Lesley Strawderman, Beth Stokes, Tamra Swann, John Usher, Joe Wilmoth, John Wyatt

Franz called the meeting to order at 9:00 a.m. on Thursday, April 25, 2019 in the Trotter Room of the Center for Advanced Vehicular Systems in the Research Park. Franz welcomed Jes Miller, the new representative from the undergraduate Student Government. Franz thanked Charles Freeman, Erica Waldman, Seamus Freyne, and Tori Marshall for their service since it was their last UCCC meeting.

Crumpton moved to approve the minutes from the March 22, 2019 UCCC meeting. Roussin seconded the motion. The motion to approve the March 22, 2019 minutes was approved unanimously.

Phillips moved to approve the addition of CMB 8011 Graduate Seminar and CMB 8013 Applied Computational Biology. Roussin seconded the motion. The motion to approve CMB 8011 and CMB 8013 was approved unanimously.

Phillips moved to approve the Authorization to Plan and a New Degree Proposal for the Ph.D. in Computational Biology, the Authorization to Plan and a New Degree Proposal for the MS in Computational Biology, and the addition of a Graduate Minor in Computational Biology. Priddy seconded the motion. Committee members discussed if this program is redundant due to a similar concentration in the College of Veterinary Medicine. Committee members pointed out that the new degrees are for students who want a computational emphasis and will be interdisciplinary. For the Ph.D. in Computational Biology proposal, the subcommittee that reviewed the proposal was concerned that in the preliminary examination portion it is unclear if the student will be graded on the written, oral or both parts of the preliminary examination and what constitutes a passing preliminary examination. For

the MS in Computational Biology proposal, in the thesis track new degree proposal curriculum section it refers to the “PhD degree in Computational Biology” instead of the “MS degree in Computational Biology.” The subcommittee had no concerns regarding the Graduate Minor in Computational Biology. Carr moved to pass the Ph.D., MS, and Graduate Minor proposals contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion to pass the proposals contingent was approved unanimously.

Phillips moved to approve the modification of DSS 0113 Money Math: Practical Money Skills, the addition of online/distance education to DSS 0113, and the Meridian designation to DSS 0113; the addition of DSS 0133 Money Math: Money Management, the addition of online/distance education to DSS 0133, and the Meridian designation to DSS 0133; the addition of DSS 0153 Money Math: Financial Literacy, the addition of online/distance education to DSS 0153, and the Meridian designation to DSS 0153; the modification of DSS 0713 Basic Employment: Career Exploration, the addition of online/distance education to DSS 0713, and the Meridian designation to DSS 0713; and the addition of DSS 0733 Basic Employment: Maintaining Employment, the addition of online/distance education to DSS 0733, and the Meridian designation to DSS 0733. Priddy seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was approved unanimously.

Carr moved to approve the addition of ADS 8133 Endocrine Secretions. Hunt seconded the motion. The subcommittee that reviewed the proposal was concerned the cross listing with PHY 8133 was not included in the catalog description; the support letters only included the signature of the graduate coordinator and not the members of the curriculum committee; there is no information in the syllabus about how the participation grade will be determined; there is no attendance policy; and the heading for the Disability Statement needs to be bolded, so it stands out. Roussin moved to pass the addition of ADS 8133 contingent upon the above concerns being addressed. Crumpton seconded the motion. The motion to pass contingent was approved unanimously.

Phillips moved to approve the addition of online/distance education to MKT 3323 International Logistics. Crumpton seconded the motion. The subcommittee that reviewed the proposal was concerned a letter of support for the addition of distance education signed by the department curriculum committee members was not attached to the proposal. The letters of support that are attached are for previous revisions to the course. Roussin moved to pass the motion to approve the addition of online/distance education to MKT 3323 contingent upon the above concerns being addressed. Crumpton seconded the motion. The motion to pass the addition of online/distance education to MKT 3323 contingent was approved unanimously.

Phillips moved to approve the modification of the BBA in Marketing. Roussin seconded the motion. The motion to approve the modification of the BBA in Marketing was approved unanimously.

Winger moved to approve the modifications and addition of online/distance education to ADS 8423 Meat Science and FNH 8423 Meat Science. Roussin seconded the motion. The subcommittee that reviewed the proposal felt the information on the proposal about how distance students set up meetings with the faculty members should have also been included in the syllabus, and the letters of support do not contain the signatures of the curriculum committee members. Carr moved to pass the modification and addition of online/distance education of ADS 8423 and FNH 8423 contingent upon the

above concerns being addressed. Crumpton seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the modification and addition of online/distance education to ADS 8463 Advanced Animal Nutrition. Crumpton seconded the motion. The subcommittee that reviewed the proposal was concerned the letter of support does not contain the signatures from the curriculum committee members, there is no information about how the quizzes and exams will be proctored, there is not a policy for how students with excused absences will make up missed quizzes or exams, the distance question about “. . . the differences in the face to face and the online versions of the course . . .” needs to be answered more thoroughly, and the Disability Statement heading in the syllabus need to be bolded. Roussin moved to pass the modification and addition of online/distance education to ADS 8463 contingent upon the above concerns being addressed. Perkins seconded the motion. The motion to pass contingent was approved unanimously.

Winger moved to approve the addition of AELC 4723/6723 Pedagogy of AgriScience Programs. Carr seconded the motion. The subcommittee that reviewed the proposal indicated the first line at the top of the syllabus is not necessary, and the heading General Class Information with the sentence under it needs to be removed because it appears to be part of a syllabus template. Roussin moved to approve the addition of AELC 4723/6723 contingent upon the above concerns being addressed. Crumpton seconded the motion. The motion to pass the addition of AELC 4723/6723 contingent was approved unanimously.

Winger moved to approve the modification of FDM 2553 Introduction to Merchandising, the modification of FDM 3553 Merchandise Retail Pricing and Inventory Management, the addition of online/distance education to FDM 4513/6513 Fashion Consumer Behavior, and the modification of FDM 4693/6693 Digital Merchandising. Dr. Juyoung Lee appeared in support of the proposals. The subcommittee that reviewed the proposals did not have any questions or concerns about FDM 2553 and FDM 3553. For FDM 4513, the subcommittee that reviewed the proposal was concerned that it is not clear whether the research paper is required for Campus 1 and Campus 5 students. It is also not clear if pop quizzes will be part of the Campus 5 assignments, and excused absences under AOP 12.09 need to be explained or referenced under the late assignments section of the syllabus. For FDM 4693, the syllabus indicates the graduate students will have the same criteria and points, but the point breakdown indicates the graduate students will not participate in the group projects but will instead conduct case problems. Therefore the statement the graduate students have the same criteria and points should be clarified or removed. Under assignments, it indicates no late assignments are accepted but does not explain how excused absences affect that policy or reference AOP 12.09. Carr moved to pass the proposals for FDM 2553, FDM 3553, FDM 4513/6513, and FDM 4693/6693 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved unanimously.

Winger moved to approve the addition of the Undergraduate Certificate in Retail. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval but pointed out the contingencies for FDM 2553, FDM 3553, FDM 4513/6513, and FDM 4693/6693 need to be cleared before the Certificate can be approved. Crumpton moved to pass the addition of the Undergraduate Certificate in Retail contingent upon the FDM courses passing the contingencies. Perkins seconded the motion. The motion to pass contingent was approved unanimously.

Campbell moved to approve the modification of GA 1111 Survey of Agriculture. Roussin seconded the motion. The subcommittee that reviewed the proposal was concerned that there is a weekly schedule for 15 weeks (with the final scheduled during the 14th week), but the schedule indicates classes will not meet two of the weeks. Therefore, there are only 13 contact hours. Crumpton moved the pass the modification of GA 1111 contingent upon the above concern being addressed. Perkins seconded the motion. The motion to pass GA 1111 contingent was approved unanimously.

Carr moved to approve the addition of online/distance education to HDFS 4843/6843 Family Interaction and HDFS 4853/6853 The Family: A Human Ecological Perspective. For HDFS 4843/6843, the subcommittee that reviewed the proposals was concerned that a missed exam for an excused absence counts as a drop grade which is not consistent with the university policy, there is no definition of what constitutes an excused absence or reference to AOP 12.09, the method of evaluation total is 430 points instead of the 425 points listed, and the method of evaluation total affects the graduate grading section. For HDFS 4853/6853, the syllabus indicates that the syllabus review is worth 5 points extra credit, but then syllabus review is listed under student evaluation as 5 points and is added to the total points. So if the 5 points are really extra credit, they should be removed from the calculation of the possible points. Roussin moved to pass the addition of online/distance education to HDFS 4843/6843 and HDFS 4853/6853 contingent upon the above concerns being addressed. Perkins seconded the motion. The motion to pass HDFS 4843/6843 and HDFS 4853/6853 contingent was approved unanimously.

Campbell moved to approve the additions of PSS 4733/6733 Ag. Flight Technologies I and PSS 4743/6743 Ag. Flight Technologies II. Crumpton seconded the motion. For PSS 4733/6733, the subcommittee that reviewed the proposals was concerned that the contact hours total on page 5 of the syllabus should be 60 instead of 45, and while the syllabus mentions unexcused absences, there is not a link to AOP 12.09. For PSS 4743/6743, the syllabus mentions unexcused absences, but there is not a link to AOP 12.09. Roussin moved to pass the additions of PSS 4733/6733 and PSS 4743/6743 contingent upon the above concerns being addressed. Crumpton seconded the motion. The motion to pass PSS 4733/6733 and PSS 4743/6743 contingent was approved unanimously.

Carr moved to approve the addition of online/distance education to ART 1013 Art History I, ART 1023 Art History II, and ART 3633 History of Photography. Perkins seconded the motion. For ART 1013, the subcommittee that reviewed the proposals was concerned that the grading is confusing due to the color coding. The Online Dialogue Sessions are listed as 50% and the syllabus indicates there will be five topics throughout the term, but then the syllabus also lists critical connections blog 10%, lab assignments 20%, and midterm 20% as part of the Online Dialogue Sessions. For ART 1023 and ART 3633, the course requirements are also confusing due to the color coding. Campbell moved to pass the addition of online/distance education to ART 1013, ART 1023, and ART 3633 contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion to pass contingent was approved unanimously.

Carr moved to approve the addition of ID 4683 Lesson from the Theatre: Architectural Lighting Design. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved unanimously.

Carr moved to approve the addition of online/distance education to AN 1103 Introduction to Anthropology. Perkins seconded the motion. The motion to approve was approved unanimously.

Carr moved to approve the modification of AN 4313/6313 Human Osteology. Perkins seconded the motion. The motion to approve was approved unanimously.

Carr moved to approve the modification of CRM 3033 Criminology Internship. Perkins seconded the motion. Committee members were concerned the letter of support is a proxy letter or placeholder, and there is not a letter of support signed by the department committee curriculum committee. Roussin moved to pass CRM 3033 contingent upon the above concern being addressed. Crumpton seconded the motion. The motion to pass the modification of CRM 3033 contingent was approved unanimously.

Roussin moved to approve the modification of EPY 8214 Intermediate Educational and Psychological Statistics and EPY 9213 Multivariate Analysis in Educational Research. The subcommittee that reviewed the proposals indicated the attendance policy should address missed exams/quizzes due to excused absences and suggested the initiators add that information. The motion to approve the modification of EPY 8214 and EPY 9213 was approved unanimously.

Priddy moved to approve the modifications of INDT 1203 Industrial Drafting & Print Reading, INDT 1814 Basic Industrial Electricity and Electronics, INDT 2113 Introduction to PLC Programming, INDT 2123 Introduction to CNC Programming, INDT 2323 Welding Technology, INDT 2613 Industrial Fluid Power, INDT 3044 Industrial Safety, INDT 3063 Industrial Human Relations, INDT 3104 Advanced Industrial Electricity and Electronics, INDT 3223 Industrial Materials, INDT 3243 Industrial Metrology, INDT 3343 3D Modeling for Manufacture, INDT 3363 Motion and Time Study, INDT 3373 Forecasting and Cost Modeling, INDT 3683 CNC Machining Processes, INDT 3813 Writing for Industry, INDT 4103 Industrial Control Systems, INDT 4203/6203 Automated Systems, INDT 4213 Survey of Energy Sources and Power Technology, INDT 4224/6224 Quality Assurance, INDT 4233/6233 Maintenance Management, INDT 4263/6263 Manufacturing Technology and Processing, INDT 4303/6303 Industrial Robotics, INDT 4343 Computer Aided Drafting and Design, INDT 4373 Lean Six Sigma, INDT 4403 Automated Systems II, INDT 4463 Manufacturing Technology & Processes II, INDT 4801 Senior Seminar, and the program modifications to the BS in Industrial Technology (Campus 1) and the BS in Industrial Technology (Campus 5). Roussin seconded the motion. The subcommittee that reviewed the proposals noted that in all of the course syllabi, the excused absence provision is not in compliance with AOP 12.09, it is not clear if the PowerPoint lectures posted for Campus 5 also include audio/video of the instructor, for the courses that require boots and different clothing for lab there needs to be more specific requirements listed in the syllabi, under the Industrial Distribution Concentration courses "TKI Electives" are still listed instead of "INDT Electives," and the questions at the end of the program proposals beginning with "Will this program change or meet local, state, regional, and national educational and cultural needs . . ." should be answered more completely. Crumpton moved to pass the course and program proposals contingent upon the above concerns being addressed. Perkins seconded the motion. The motion to pass continent was approved unanimously.

Roussin moved to approve the addition of ASE 4353/6353 Combustion Theory and Modeling, the addition of online/distance education to ASE 4353/6353, the Gulf Coast designation for ASE 4353/6353, and the addition of online/distance education to ASE 4163/6163 Introduction to Flight Test Engineering. For ASE 4353/6353, the subcommittee that reviewed the proposal was concerned that the syllabus provides if an exam is missed for an excused absence, the student must inform the faculty member before the absence but that is not always possible and in conflict with AOP 12.09, there needs to be more information about how to find a proctor included in the syllabus, and under the exam section the

statement that missed tests due to excused absences are not made up but are the average of the other tests is in conflict with university policy. For ASE 4163/6163, under “Course Policies: Attendance, Lateness” attendance is addressed, but there is no discussion of lateness. Crumpton moved to pass the proposals for ASE 4353/6353 and ASE 4163/6163 contingent upon the above concerns being addressed. Perkins seconded the motion. The motion to pass contingent was approved unanimously.

Roussin moved to approve the addition of CE 4173/6173 Travel Behavior Modeling and Forecasting and the addition of online/distance education to CE 4173/6173. Trinkle seconded the motion. The subcommittee that reviewed the proposal were concerned on page 3 of the syllabus, the sentence concerning course videos is confusing and should probably be “Online students will have access to course videos . . .” Coyne moved to pass the addition of CE 4173/6173 contingent upon the above concern being addressed. Priddy seconded the motion. The motion to pass contingent was approved unanimously.

Roussin moved to approve the addition of online/distance education to EM 2413 Engineering Mechanics I, EM 2433 Engineering Mechanics II, EM 3213 Mechanics of Materials, and EM 3313 Fluid Mechanics. Trinkle seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was approved unanimously.

Roussin moved to approve the addition of IE 1313 Lean Works Systems, the addition of online/distance education to IE 1313, the Gulf Coast designation for IE 1313, the addition of IE 4914 Industrial Systems Design, and the Gulf Coast designation for IE 4914. Trinkle seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was approved unanimously.

Roussin moved to approve the addition of IE 4933/6933 Information System in Industrial Engineering, the addition of online/distance education to IE 4933/6933, and the Gulf Coast designation for IE 4933/6933. Trinkle seconded the motion. Dr. John Usher appeared in support of the proposal. The subcommittee that reviewed the proposal was concerned the proposal justification refers to a prerequisite, but there is not a prerequisite included in the catalog description; in the syllabus, the sentence concerning course videos is confusing and should probably be “Online students will have **access** to course videos . . . ;” the syllabus outlines that for a student to pass the class, the student “must complete the final Excel assignment with 80% of the code working as required and the student must submit the final Access assignment with 80% of the required functionality.” Priddy moved to pass the proposals for IE 4933/6933 contingent upon the above concerns being addressed. Crumpton seconded the motion. The motion to pass contingent was approved unanimously.

Roussin moved to approve the modification of the BS in Industrial Engineering. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended approval, but since the proposal for IE 4933/6933 was passed contingent, that contingency must be cleared since the new course is included in the program proposal. Crumpton moved to pass the modification of the BS in Industrial Engineering contingent upon the above concern being addressed. Perkins seconded the motion. The motion to pass contingent was approved unanimously.

Roussin moved to approve the addition of online/distance education to GE 6513 Engineering Writing and Presenting, the addition of GE 8303 Introduction to Military Engineering, and the addition of online/distance education to GE 8303 Introduction to Military Engineering. Trinkle seconded the

motion. The subcommittee that reviewed the proposals was concerned in the syllabus for GE 6513 there is a provision that failure to complete any of these assignments will mean an automatic failing grade for the course, the grade appeal provision in the syllabus needs to be consistent with university policy, the contact hours need to be included in the revised syllabus, and the Disability Statement needs to include the official university wording. For GE 8303, the subcommittee was concerned the assignments are graded in points, but the grading scale is listed as percentages which may be confusing to students, the Disability Statement need to include the official university wording, and the statement about course videos should probably be "Online students will have access to course videos." Perkins moved to pass the proposals for GE 6513 and GE 8303 contingent upon the above concerns being addressed. Phillips seconded the motion. The motion to pass contingent was approved unanimously.

Roussin moved to approve the modification of the Ph.D. in Biological Engineering. Trinkle seconded the motion. The subcommittee that reviewed the proposal was concerned the graduate level coursework does not specify if the coursework must be in particular departments. The subcommittee recommended the words "with approval of committee" be added. Priddy moved to pass the modification of the Ph.D. in Biological Engineering contingent upon the above concern being addressed. Crumpton seconded the motion. The motion to pass contingent was approved unanimously.

Moore moved to approve the modification and addition of online/distance education to SBP 1103 Introduction to Sustainable Bioproducts, the modification of SBP 2123 Materials and Processing of Structural Bioproducts, the modification of SBP 4123/6123 Lumber Manufacturing, the modification and addition of online/distance education to SBP 4013/6013 Wood Anatomy, the modification of SBP 4263/6263 Furniture Design and Fabrication, the addition of online/distance education to SBP 4313/6313 Bioproducts and the Environment, the modification and addition of online/distance education to 4353/6353 Forest Products Marketing, the modification of SBP 8111 Research Seminar I, the modification of SBP 8121 Research Seminar II, the modification of SBP 8123 Advanced Lignocellulosic Biomass Chemistry, the modification and addition of online/distance education to SBP 8133 Environmental Issues in Sustainable Bioproducts, and the modification of SBP 8213 Advanced Wood Mechanics. Roussin seconded the motion. The subcommittee that reviewed the proposals had the following concerns: for SBP 1103, the grades for Discussion and In Class Activities need to be separated, it is not clear how Campus 1 and Campus 5 Discussion and In Class Activities are graded, it is not clear if additional measures are taken for distance exams, and the distance completion time frame is not specified; for SBP 2123, in Assignments, there should be an exception for University approved excuses, grades should be separated out for Discussion and In Class Activities, and the exams and term project need to be explained further; for SBP 4123/6123, there does not appear to be a sufficient number of contact hours for a 2 hours lecture/3 hours lab, and the statement concerning missed exams needs to be clarified; for SBP 4013/6013, there does not appear to be a sufficient number of contact hours for a 2 hours lecture/3 hours lab, the reporting of grades for Campus 5 students should be via "Canvas" instead of "Campus," the "Wild Card" discussion is not clear, if an exam grade is dropped the total is not 100, there needs to be more specification on graduate student assignment requirements, and it is not clear if Campus 5 students need an audience for their reports; for SBP 4263/6263, the catalog description in the syllabus does not match the catalog description on the proposal; for SBP 4313/6313, the attendance policy needs to be explained further, the requirements for graduate students in Campus 5 need to be specified, the syllabus needs to specify how the discussion boards are graded, and in Assignments approved University excuses need to be included; for SBP 4353/6353, there

needs to be more specification on graduate student assignment requirements, there needs to be more information about how distance students attend class, and the grades between Attendance and Participation need to be separated and specified; for SBP 8111, the method of delivery was changed from "Seminar" to "Lecture" but the course title includes the word "Seminar," and in Assignments approved University excuses information needs to be included; for SBP 8121, the method of delivery was changed from "Seminar" to "Lecture" but the course title includes the word "Seminar" and the first page of the syllabus calls it a seminar, it is not clear if SBP 8111 is a prerequisite to this course, in the Method of Evaluation on the syllabus it states attendance will be graded but attendance is not included in the points totals, and the RCR training requirement is listed on the syllabus as a prerequisite but since the training does not have to be completed until the middle of the semester, it is more of a course requirement; for SBP 8123, the catalog description ends in the middle of a sentence, and the excused absence policy needs to be in compliance with AOP 12.09; for SBP 8133, there needs to be an explanation of how discussions are graded and if the discussions for Campus 1 and Campus 5 are different; for SBP 8213, there does not appear to be a sufficient number of contact hours for a 2 hours lecture/3 hours lab and there need to be approximate dates assigned to the problem assignments, the quizzes, lab reports mid-term exam, final exam, and project. Crumpton moved to pass the proposals contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved unanimously.

Hunt moved to adjourn. Crumpton seconded the motion. The motion to adjourn was approved unanimously. The meeting was adjourned at 11:55 a.m., and committee members attended the UCCC luncheon in the same room.