

Minutes
University Committee on Course and Curricula
Mississippi State University
April 19, 2013

Present: Amy Adkerson, Angi Bourgeois, Amy Crumpton, Yogi Dandass, Dipangkar Dutta, Dana Franz, Hudson Frey, Pat Matthes, Rob Moore, Bob Otondo, Emily Owen, Charles Palmer, Tommy E. Parker, David Peebles, John Rigsby, Wes Schilling, Emily B. Schultz, Kathy Sherman-Morris, Barry Stewart, Pam Sullivan, Kirk Swortzel, Jenny Turner, James Warnock, Mark Welch, Vemitra White, Bob Wolverton, John Wyatt,

Excused: Linda Buehler, Melinda Pilkinton, Whitney Ray, Jack Smith

Absent: Russell Carr, Ben Magbanua

Guests: Sylvia Byrd, Anna Dill, Angel Fason, Jim Fowler, Eddie French, Kathy Gilliland, David May, David Monts, K.C. Morrison, Michael Seymour, Steve Taylor, Joe Wilmoth

Bourgeois called the meeting to order at 1:30 p.m. on Friday, April 19th in room 324 of the Student Union. Bourgeois welcomed the members of the committee to the meeting. Wolverton moved to approve the minutes from the March 22, 2013 meeting, and Sherman-Morris seconded the motion. The minutes were approved unanimously.

Wyatt moved to approve modification of the Master Degree in Landscape Architecture, the additions of LA 4113/6113, LA 4124/6124, LA 4514/6514, LA 8545, LA 8751, and the modifications of LA 8512, LA 8522, LA 8532 and LA 8741. Franz seconded. Dr. Michael Seymour was present in support of the proposals. The motion to approve passed unanimously.

Swortzel moved to approve the modification of the Bachelor of Science in Human Development and Family Studies and the additions of HS 4462, HS 4740, HS 4760, HS 4770, HS 4780, HS 4790. Wolverton seconded. Dr. Angel Fason and Dr. Joe Wilmoth were present in support of the proposals. Committee members discussed the number of hours that are required for an internship but concluded that university policy will determine how many hours are required. Under the proposal, a student may begin an internship upon the completion of all academic work. A staff member from the Registrar's Office said this requirement is difficult to enforce under Banner. A committee member said the internship is the last class students complete and proposed placing "senior" in that category for Banner purposes. The motion to approve passed unanimously.

Schilling moved to approve the modification of the Bachelor of Science in Food Science, Nutrition and Health Promotion, the additions of FNH 2011, FNH 4483, and the modifications of

FNH 3003, FNH 3263, FNH 3283, FNH 3701, FNH 4233/6233, FNH 2203, HS 2203, FNH 3274, FNH 4213, ADS 4243/6243, FNH 4243/6243, FNH 4253/6253, BCH 4253/6253, FNH 4263/6263, FNH 4273/6273, FNH 4293/6293, FNH 4373/6373. Swortzel seconded. A committee member explained that the changes proposed to the food science classes were made in response to employers asking that students have more work experience, and the changes to the nutrition classes were made due to recommendations from their accrediting body. Committee members pointed out that under the degree proposal, there are only three hours of social behavior courses required and there need to be six hours or the total number drops to 121 hours instead of the required 124. A committee member pointed that the prerequisite requirement that students have a 3.0 cumulative grade point average in order to register for some of proposed courses will not be supported at the Office of the Provost because it is the position of the Office of the Provost that it is better to require a minimum grade point average in major courses rather than a cumulative grade point average. Committee members expressed concern that it would also be difficult to insert the proposed requirement into Banner. A committee member explained that dietary students cannot obtain an internship unless they have a 3.0 grade point average, and the proposal helps shift those students that do not have a 3.0 grade point average into other areas of study. Committee members also questioned if there will be equivalency of the courses when the numbers are changed. A committee member said there would be equivalency among the courses in Food Science if the numbers are changed, and Dr. Sylvia Byrd said that there would be equivalency among the Food Science, Nutrition and Health courses for CAPP purposes. A committee member pointed out that in the proposal it is difficult to understand the core course requirements and suggested that the concentrations be listed separately. A member of the staff from the Registrar's Office also suggested the math requirements be clarified because they are difficult to understand. A committee member questioned whether there was more than a 50 percent change in FNH 4373/6373. Dr. Byrd explained the major difference in the new course is that nutritional counseling is being added, so students will have an understanding of counseling needs. A staff member from the Registrar's Office asked if FNH 4483/Food Science Internship may be repeated and whether variable course hours can be used. Dr. Byrd said the class may be repeated and variable course hours may be used. A staff member from the Registrar's Office pointed out FNH 4483 needs to be changed to FNH 4480 because the FNH 4483 has already been used for another course. Dr. Byrd said FNH 4353 was also needed but was not included in the packet. Wyatt moved to pass the proposals contingent upon: (1) the social science course requirements being clarified; (2) the cumulative 3.0 cumulative grade point average be removed from the course prerequisites; (3) the variable course hours for the internship be clarified and the ability to repeat the internship be clarified; (4) the concentrations and math requirements be clarified. Schultz seconded the motion. The motion to pass contingent was approved unanimously.

Wolverton moved to approve the modifications in Bachelor of Art in Criminology. Franz seconded the motion. Dr. David May was present in support of the proposal. Committee members questioned whether the proposal requiring students who declare the major have a 2.0 grade point average would preclude freshmen from declaring the major. Dr. May said they did not intend to preclude freshmen from declaring the major. The intent of the proposal was to require students who had completed any college courses have at least a 2.0 grade point

average. Committee members questioned who would monitor the requirement that new majors have at least a 2.0 grade point average. A committee member explained the department would have to monitor that requirement. All transfer students are required to have at least a 2.0 grade point average. Committee members suggested the language be changed to require students who are changing majors must have a 2.0 grade point average or greater. Schultz moved to approve the proposal contingent upon the grade point average requirement being clarified. Schilling seconded the motion. The motion to pass contingent was approved unanimously.

Wyatt moved to approve the modifications to the Bachelor of Art in Sociology. Hudson seconded the motion. Dr. David May was present in support of the proposal. The proposal had the same grade point average requirement as the Bachelor of Art in Criminology discussed above. Wolverton moved to pass the proposal contingent upon the grade point average requirement being clarified. Franz seconded the motion. The motion to pass contingent was approved unanimously.

Franz moved to approve the addition of LSK 1021. Hudson seconded. Dr. Anna Dill was present in support of the proposal. Committee members questioned why the midterm exam was not included in the grading policy, if tardiness to class could affect your grade more than 10 percent, and if tardiness could affect your ability to take the final exam. Dr. Dill explained that she would be glad to change the proposal to read that attendance or tardiness could affect your grade up to 10 percent; to edit the grading section of the proposal to separate the midterm and the quizzes; and delete that part of the proposal that indicates that tardiness may affect your ability to take the final exam. Dandass moved to approve the proposal contingent upon the concerns outlined above being addressed. Wyatt seconded the motion. The motion to pass contingent was approved unanimously.

Hudson moved to approve addition of a Ph.D. in Physics. Wolverton seconded the motion. Dr. David Monts was present in support of the proposal. Wolverton gave a brief history of physics proposals. A staff member from the Registrar's Office pointed out that this is a research oriented degree since there are no required courses. A committee member explained that while no courses are required, courses are necessary to pass the qualifiers, and this proposal will make physics much more visible for the University. The proposal was approved unanimously.

Dandass moved to approve the addition of distance to ECE 6773, the addition and distance delivery of ECE 8683, and the addition and distance delivery of ECE 8823. Schilling seconded the motion. Dr. Jim Fowler was present in support of the proposal. A staff member from the Registrar's Office pointed out that ECE 6773 is connected to another course and the proposed course number needs to be changed. Committee members suggested that since this is not a current course, it needs to be proposed as an add plus distance proposal. Franz moved to approve the proposals contingent upon the above listed issues being addressed. Swortzel seconded the motion. The motion to pass contingent was approved unanimously.

Dandass moved to approve the deletion of the Ph.D. in Computer Engineering, the deletion of the distance delivery of the Ph.D. in Computer Engineering, the deletion of the Master of Science in Computer Engineering, and the deletion of the distance delivery of the Master of Science in Computer Engineering. Schilling seconded the motion. Committee members were told there is only one student currently in the programs, and the student will graduate in May. The motion passed unanimously.

Dandass moved to approve the modification of the Bachelor of Science Degree in Computer Science. Schilling seconded. The motion to approve passed unanimously.

Wolverton moved to approve the modification of the Bachelor of Science in Kinesiology-Sport Pedagogy, the deletion of PE 2043, the addition of PE 3443, and the modifications of PE 3452, PE 1202, PE 1212, PE 1222, PE 1232. On the degree, committee members were concerned about a lack of structure and content in the degree, and not enough specifications about how the course hours would be used. For PE 1212, committee members discussed that while the course needed to add observation hours, the new content that is introduced is not explained. Palmer called the question. The committee voted not to approve the degree and course proposals. Three members of the committee abstained.

Wyatt moved to approve the addition of the minor in Pre-Law and the additions of PS 1182 and PS 1192. Dandass seconded. Committee members noted that in the proposed curriculum outline, the first page ends with the heading "Foreign Languages." On the next page there are no courses and a total of 19 hours, so committee members concluded a page is missing from the proposal. Committee members also questioned how the 9 hours of electives are selected from different areas, since it is not explained. Wolverton moved to approve the degree and course proposals contingent upon the above outlined issues being addressed. Frey seconded the motion. The motion to pass contingent was approved unanimously.

Wyatt moved to approve the modification of the Ph.D. in Public Policy and Administration and the additions of PPA 8653, PPA 9203, PPA 9303, PPA 9403, PPA 9503, PPA 9813, PPA 9993. Dandass seconded. A committee member noted that for the courses, the detailed course outline did not match the syllabus in PPA 8653, PPA 9203, PPA 9303. For PPA 9813, Multivariate Analysis and Design for Public Affairs II, the committee questioned whether this was a duplication of a class. There were letters from other departments within their college, but there were no letters of support from departments in other colleges. Committee members were also concerned that in some of the courses the required length of research papers is different between the proposal and the syllabus. Committee members discussed that in PA 9813 and PA 8653, the student presentations were listed as topics, and in PA 9203, it is mentioned absences may affect your grade but does not mention how much. Wolverton moved to table the degree modification and the addition of the proposals. Schilling seconded the motion. The motion to table passed unanimously.

Swortzel moved to approve the modification of the addition of the minor in Agricultural Information Science, the deletion of AIS 3003, and the modifications of AIS 3203, AIS 3333, AIS

8593, AIS 8693. Schilling seconded. A committee member explained that the technical writing class (AIS 3203) will need a name change to be consistent with other technical writing classes. On the graduate level courses, committee members pointed out that there are courses listed in the degree requirement, but there were no course modifications made. A committee member questioned why there was only one letter of support for the addition of the minor. A committee member pointed out other departments will be made aware of the minor once it is approved. Hudson moved to table AIS 8593 and AIS 8693 because the course modifications were not included with the degree proposal. Dandass seconded the motion. The motion to table the modifications of AIS 8593 and AIS 8693 passed unanimously. The committee voted unanimously to approve the addition of the minor in Agricultural Information Science, the deletion of AIS 3003, and the modifications of AIS 3203, AIS 3333.

Wolverton moved to approve the modification of PSS 4503. Schilling seconded. A committee member pointed out that there are not enough contact hours with the class. Other committee members agreed that the number of contact hours need to be clarified. Franz moved to pass the modification proposal contingent upon the number of contact hours being clarified. Dandass seconded the motion. The motion passed unanimously.

Wolverton moved to approve the addition of ART 4133. Franz seconded. A staff member from the Registrar's Office noted that ART 4133 is already used for Water Color II, but ART 4143 is available. Schilling moved to approve the addition of ART 4133 contingent upon the number being changed. Wyatt seconded. The motion to pass contingent was approved unanimously.

Crumpton moved to approve the modification of the Bachelor of Science in Interior Design, the addition of a minor in Interior Design Studies, and the modification of ID 2615. Franz seconded. Committee members noted that in the curriculum outlines of the degree and the minor, students are advised to take five classes when it should specify the number of hours they need to take. Dandass moved to approve the modifications of the degree, minor and course contingent upon the above outlined issue being addressed. Schilling seconded the motion. The motion to pass contingent was approved unanimously.

Wolverton moved to approve the additions of AN 8123 and AN 8193. Welch seconded. Committee members were concerned that the attendance policies may reduce the grade by more than 10 percent, the syllabuses and course outlines do not match, and it is unclear how often the class meets. Palmer moved to table the proposals. Franz seconded the motion. The motion to table passed unanimously.

Wolverton moved to approve the additions of BIO 2313, BIO 3213, BIO 3223, BIO 3233. Swortzel seconded the motion. Committee members questioned whether these courses would be Meridian Campus classes only. A committee member explained that the courses originated in Meridian, and the instructor of record is in Meridian. The instructor wanted these classes to be non-major classes and used especially by education majors. Committee members were concerned that several videos were used in the syllabus, and there are no letters of support. A committee member noted that in some of the justification and learning outcome sections of

the proposals, it is mentioned that it would help teachers educate students K-12. The committee member said this should be K-8. Welch moved to approve the additions contingent upon: (1) letters of support being requested; (2) there being clarification in the proposals of where the classes would be offered; (3) there being clarification that the courses would benefit K-8 teachers instead of K-12 teachers; (4) all pre-requisites being placed on the cover page as part of the course description; (5) the cover sheet reflecting where the course will be offered. Dandass seconded the motion. The motion was approved unanimously.

Frey moved to approve the addition of FL 8003. Wolverton seconded the motion. A staff member of the Registrar's Office was asked if this was an appropriate number for a class. The Registrar's Office would prefer another number. Schilling moved to approve the addition of the course contingent upon the number of the course being adjusted. Dandass seconded the motion. The motion to pass contingent was approved unanimously.

Wolverton moved to approve the addition of FLS 3623. Stewart seconded. Committee members were concerned that the proposal stated that if students have more than 10 unexcused absences a passing grade is not possible. The proposal also did not have a grading scale. Wyatt moved to approve the addition of the course contingent upon the above outlined concerns being addressed. Franz seconded the motion. The motion to pass contingent was approved unanimously.

Sherman-Morris moved to approve the addition and distance delivery of GR 8191 and the addition and distance delivery of the Aeronautical Meteorology Forecaster Certificate . Dandass seconded the motion. A committee member explained that this course would be delivered by distance only and could be repeated up to three times. A committee member stated that it was not clear whether all eleven courses are required to obtain the Certificate. A committee member stated that all eleven classes are required and that requirement can be clarified. Schilling moved to approve the addition and distance delivery of GR 8191 and the addition and distance delivery of the Aeronautical Meteorology Forecaster Certificate contingent upon the clarification that all eleven courses are required to obtain the certificate. Wyatt seconded the motion. The motion to pass contingent was approved unanimously.

Due to the lateness of the hour, Welch moved to recess and reconvene later to address the remaining proposals on the agenda. Wyatt seconded the motion. The motion passed unanimously. The meeting was adjourned at 5:00 p.m.

Minutes
University Committee on Course and Curricula
Mississippi State University
April 30, 2013

Present: Amy Adkerson, Angi Bourgeois, Linda Buehler, Russell Carr, Amy Crumpton, Dipangkar Dutta, Dana Franz, Hudson Frey, Bob Otondo, Emily Owen, Charles Palmer, Tommy E. Parker, David Peebles, John Rigsby, Wes Schilling, Emily B. Schultz, Kathy Sherman-Morris, Jack Smith, Barry Stewart, Pam Sullivan, Kirk Swortzel, Jenny Turner, John Wyatt

Excused: Yogi Dandass, Rob Moore, Melinda Pilkinton, Whitney Ray, Mark Welch, Vemitra White, Bob Wolverton

Absent: Ben Magbanua

Proxy: Robert Wolverton for Pat Matthes

Guests: Connie Forde

Bourgeois called the meeting to order at 9:00 a.m. on Tuesday, April 30, 2013 in room 324 of the Student Union. The committee reconvened from its recess to complete the agenda scheduled for April 19, 2013. Wyatt moved to approve the addition and distance learning of TKT 4473/6473 and TKT 4483/6483. Franz seconded. Dr. Connie Forde appeared in support of the proposal. The motion to approve passed unanimously.

Franz moved to approve the addition and distance learning of SW 3033. Otondo seconded. Committee members questioned why the method of instruction and method of delivery were not clearly identified and the Classification of Instructional Programs (CIP) code is not provided. Committee members pointed out that while the academic misconduct policy was not in the proposal, it was in the syllabus. Schilling moved to pass the proposal contingent upon the above outlined issues being addressed. Wyatt seconded the motion. The motion to pass contingent passed unanimously.

Hudson moved to approve the addition of CVM 4210. Carr seconded the motion. A committee member questioned how it would be determined how many credit hours would be awarded since the credit hours are 2 to 6. A committee member explained that the number of credit hours is determined by how many weeks the student is on the rotation. A student is awarded one credit hour for each week the student is on the rotation. A staff member from the Registrar's Office explained that since it is considered a graduate level course, a new course number is needed. A staff member from the Registrar's Office asked if the course could be repeated, and a committee member replied that it could be repeated for up to a maximum of 6 credit hours. A committee member pointed out that whether the course can be repeated needs to be explained in the proposal. Schilling moved to pass the proposal contingent upon the above issues being addressed in a revised proposal. Sherman-Morris seconded the motion. The motion to pass contingent was approved unanimously.

Franz moved to approve the modification of the Bachelor of Art in Economics and the modification of the minor in Economics. Wyatt seconded the motion. The proposal adds a requirement that only grades of C or better in economics courses will be counted toward the major or a minor in Economics. The motion to approve passed unanimously.

Sullivan moved to approve the modification of the Master Degree in Wildlife and Fisheries. Schilling seconded the motion. The motion to approve passed unanimously.

Franz moved to approve the addition of FLC 1113, FLC 1123, FLC 2133, FLC 2143, FLC 3113, FLC 3123. Hudson seconded the motion. A committee member questioned if the attendance policy for the classes would violate university policy. The proposals indicate that attendance affects five percent of the final grade, but then the proposals go on to say that attendance could drop a student's average one letter grade. Committee members questioned whether these classes were lectures or lecture/labs. A committee member explained that when the proposals were previously before the committee, the committee asked that the course outline be addressed by topic. A committee member said the new proposals have not addressed this request. Committee members also pointed out that there are no course objectives. Palmer moved to table the proposals. Schilling seconded the motion. The motion to table passed unanimously.

Otondo moved to approve the addition of distance learning to COE 4713/6713, COE 6373, COE 8013, COE 8023, COE 8043, COE 8053, COE 8063, COE 8073, EPY 8263, COE 8353, COE 8363, COE 8373, COE 8383, COE 8730, COE 8813. Palmer seconded the motion. A committee member questioned why all of the grades for COE 8730 are pass or fail. Committee members also questioned whether there was equivalency between the Campus 1 and Campus 5 courses. Questions were also raised about why the Campus 5 exams are two hours but the Campus 1 exams are one hour. A committee member asked why that the grading scales in the courses are not consistent, and another committee member said the grading scales are different because there are different instructors for the classes. A committee member explained that the previous issue of the number of contact hours that are necessary for each course has been resolved. Palmer then called the question. Nine committee members voted against approving the addition of distance learning to the above named courses, four voted in favor, and 3

abstained. The motion to approve the addition of distance learning to the above named courses failed.

Palmer moved to adjourn. Wyatt seconded. The motion to adjourn passed unanimously. The meeting was adjourned at 10:00 a.m.