



MISSISSIPPI STATE
UNIVERSITY™

*UNIVERSITY COMMITTEE ON
COURSES AND CURRICULA*

A MEMORANDUM

DATE: January 7, 2020
TO: UCCC Members
FROM: Dr. Dana Pomykal Franz, Chair
SUBJECT: January 17, 2020 Meeting

The agenda and proposals for the meeting on **Friday, January 17, 2020 beginning at 1:30 p.m.** are enclosed. The meeting will be held in **Room 324 of the Student Union**. Please contact the UCCC office if you are unable to attend.

The minutes from the December 5, 2019 UCCC meeting are included with the meeting packet

Thank you.

Enclosures: Course/Curriculum Proposals
December 5, 2019 UCCC Meeting Minutes

AGENDA
UNIVERSITY COMMITTEE ON COURSES AND CURRICULA
January 17, 2020

- 1. Welcome**
- 2. Approval of minutes**
- 3. Course proposals by college/school:**

AGRICULTURE AND LIFE SCIENCES

Modification +Online/Distance	ADS 4511 /6511	Companion Animal Management Laboratory
Modification +Online/Distance	ADS 4513	Companion Animal Management
Addition +Online/Distance	HDFS 3853	Language and Literacy in the Early Years

ARTS & SCIENCES

Addition	AN 4343 /6343	Anthropology of Death
Addition	CH 8223	Bioinorganic Chemistry
Modification	PSY 3104	Introductory Psychological Statistics

EDUCATION

Modification	SS 4303 /6303	Globalization and Sport
Modification	TECH 1273	Computer Applications
Modification	TECH 2123	Database Management
Modification	TECH 2133	Spreadsheet Design and Analysis
Modification	TECH 3133	Administrative Management and Procedures
Modification	TECH 3213	Call Center Management
Modification	TECH 3463	Computer Repair and Maintenance
Modification	TECH 3623	Designing Technology Training
Modification	TECH 4143 /6143	History and Philosophy of Career and Technology Education
Modification	TECH 4203	Emerging Technologies
Modification	TECH 4263 /6263	Diversity in Work and Educational Environments
Modification	TECH 4283	Advanced Office Systems
Modification	TECH 4343	Information Technology Project Management
Modification	TECH 4403 /6403	Strategies for Campus Transition and Success for Veterans
Modification	TECH 4413 /6413	Veterans' Benefits and Certification-Policies and Procedures
Modification	TECH 4423 /6423	History of Administration of Veterans' Benefits
Modification	TECH 4433 /6433	The Development of Veterans' Benefits, Laws and Policies
Modification	TECH 4443 /6443	Design of Instructional Games and Simulations
Modification	TECH 4473 /6473	Methods of Teaching Online
Modification	TECH 4483 /6483	Methods of Teaching STEM in the Middle School
Modification	TECH 4493 /6493	Methods of Teaching Career Pathways Experiences
Modification	TECH 4543 /6543	Information Processing
Modification	TECH 4563	Introduction to Data Networks
Modification	TECH 4573 /6573	Data Networks II
Modification	TECH 4583 /6583	Graphics and Web Design
Modification	TECH 4623	Delivery and Evaluation of Technology Training

Modification	TECH 4683	Senior Seminar in Information Technology Services
Modification	TECH 4713 /6713	Authoring for Instruction
Modification	TECH 4733 /6733	Managing a Multimedia Learning Environment
Modification	TECH 4743 /6743	Elements of Electronic Desktop Publishing
Modification	TECH 4753 /6753	Media for Presentation, Instruction and Gaming
Modification	TECH 4763 /6763	Digital Tools for 21 st Century Teaching and Learning
Modification	TECH 4803 /6803	Integrating Technology for Meaningful Learning
Modification	TECH 4853 /6853	Philosophy and Principles of Vocational-Technical Instruction

VETERINARY SCIENCE

Modification	CVM 8992	Principles of Polychromatic Flow Cytometry
--------------	--------------------------	--

4. Degree proposals by college/school

EDUCATION

Modification	BS	Information Technology Services
--------------	----	---------------------------------

University Committee on Courses and Curricula
Mississippi State University
December 5, 2019

Members

Present: Tracey Baham, Randy Campbell, Kathy Dooley, Nathan Drake, Dana Franz, Julie Jessop, Qingmin Meng, Rob Moore, Michael Nattrass, Emily Owen, Prem Parajuli, Tommy Parker, Tommy Phillips, Matthew Priddy, Wendy Roussin, Kathy Sherman-Morris, Barry Stewart, Marian Swindell, Brad Trinkle, Jenny Turner, Jeff Winger, Chien Yu

Excused: Amy Adkerson, Heather Alexander, Russell Carr, Cody Coyne, Padmanava Dash, Trey Howell, Jes Miller, Andy Perkins, Sarah Helen Skelton, Darrell Sparks, Robert Wolverton

Absent: Amy Crumpton, Marian Swindell

Proxy: Bob Wolverton for Pat Matthes

Guests: Clay Armstrong, Derris Burnett, Kylie Forsythe, Robert Grala, Lynda Moore, Anna Osterholtz, Susan Parr, Steve Pruett

Franz called the meeting to order at 1:30 p.m. on Friday, December 5, 2019 in Room 324 of the Student Union. Franz welcomed Michael Nattrass, the Graduate Student Council representative, to the meeting. Franz announced that in the future she will be appointing a subcommittee to review the bylaws.

Stewart moved to approve the minutes from the November 15, 2019 UCCC meeting. Priddy seconded the motion. The minutes were unanimously approved.

Parajuli moved to approve the modifications of EAP 5323 Academic Research and Writing and LSK 1101 Freshman Success Strategies. Priddy seconded the motion. For EAP 5323, committee members were concerned that in the proposal "Pass/Fail" is selected as the grade mode, but in the syllabus a 10 point grading scale is listed, and the University Safety Statement needs to be added to the syllabus. For LSK 1101, committee members were concerned "Pass/Fail" is selected as the grade mode, but in the syllabus a 10 point grading scale is listed, contact hours are not included in the syllabus, and the syllabus indicates there will be opportunities for bonus points throughout the semester, so committee members questioned how that will be factored into the student evaluation. Trinkle moved to pass EAP 5323 and LSK 1101 contingent upon the above concerns being addressed. Winger seconded the motion. The motion to pass contingent was unanimously approved.

Parajuli moved to approve the addition of distance education to ART 3163 History of Graphic Design. Priddy seconded the motion. Committee members were concerned the University Safety Statement was not included in the syllabus. Trinkle moved to pass ART 3163 contingent upon the above concern being addressed. Winger seconded the motion. The motion to pass contingent was unanimously approved.

Parajuli moved to approve the addition of AN 4333 Anthropology of Violence and the modification and the addition of distance education to CO 4233 Gender and Media. The subcommittee that reviewed the proposals recommended approval. The motion to approve was unanimously approved.

Parajuli moved to approve the proposals to change the names of the PhD and MS in Veterinary Medical Science. Priddy seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion to approve was unanimously approved.

Yu moved to approve the addition of distance education to MKT 4143/6143 Sales Management and MKT 4533 Marketing Research. Priddy seconded the motion. For MKT 4143/6143 committee members were concerned one of the prerequisites on the course proposal needs to be updated. On the syllabus, it indicates one of the prerequisites is MGT 3113 but on the proposal it is listed as MGT 3114. For MKT 4533, committee members suggested the learning objectives in the revised syllabus may need to be reworded. The way they are currently worded, the objectives cover the knowledge and content to be covered in the class instead of learning objectives. Trinkle moved to pass MKT 4143/6143 and MKT 4533 contingent upon the above concerns being addressed. Parajuli seconded the motion. The motion to pass contingent was unanimously approved.

Yu moved to approve the revised proposal to modify the BBA and minor in Marketing. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion to approve was unanimously approved.

Yu moved to approve the addition of RDG 8723 Seminar in Literacy Education and the addition of distance education to RDG 8723. Priddy seconded the motion. Committee members were concerned the grading scale for "F" was incorrect and needed to be revised. Trinkle moved to pass RDG 8723 contingent upon the above concern being addressed. Parajuli seconded the motion. The motion to pass contingent was unanimously approved.

Yu moved to approve the modification of the BS in Forestry. Priddy seconded the motion. Committee members were concerned in the program description it mentions there are five concentrations, but another concentration is being added, so the catalog description should reflect that. In the list of the concentrations the "and" should be moved to include the new concentration, and in the curriculum table on the right side, there are italicized words that need to be deleted or revised to a normal font. Parajuli moved to pass the modification of the BS in Forestry contingent upon the above concerns being addressed. Winger seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the modification of ADS 2313 Animal Behavior/Training and the addition of distance education to ADS 2313. Parajuli seconded the motion. Committee members were concerned the syllabus mentions "Suggested Student Activities" which probably should be "Required Student Activities"; the syllabus states: "For students enrolled in the distance section, closed-book portions of the exam must be proctored by a proctor approved following Center for Distance Education protocol," so information about how to find an approved proctor should be added to the syllabus; information needs to be added to the syllabus about how distance student view the lectures and complete the laboratories (info. is in the proposal but not the syllabus); committee members questioned why Campus 1 students will have access to animals provided by MSU while Campus 5 students may use his or her own animals and asked if Campus 1 students should be allowed to use their own animals if they have one; and questioned how the students receive credit for the laboratory. Priddy moved to pass ADS

2313 contingent upon the above concerns being addressed. Winger seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of ADS 3413 Companion Animal Nutrition and the addition of distance education to ADS 3413. Stewart seconded the motion. Committee members were concerned the syllabus states: "Participation for distance students will be monitored through activities appropriate for distance education teaching platform. ie: discussion boards, videos, etc." so there needs to be more information about how the platforms will be used (especially since class participation is a component for the final grade); in the syllabus there needs to be more information about what is required for the reflections component of the class; information needs to be added to the syllabus about how to find an approved proctor; and information needs to be added to the syllabus about how Campus 5 students will view the lectures, participate in discussion, and complete the laboratories. Priddy moved to pass ADS 3413 contingent upon the above concerns being addressed. Winger seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of ADS 4713/6713 Human-Animal Bond/Shelter Management and the addition of distance education to ADS 4713/6713. Parajuli seconded the motion. Committee members were concerned the syllabus states: "Participation for distance students will be monitored through activities appropriate for distance education teaching platform. ie: discussion boards, videos, etc." so there needs to be more information about how the platforms will be used (especially since class participation is a component for the final grade); the syllabus needs to include more information about the Concept Maps component of the class; and information needs to be added to the syllabus about how Campus 5 students will view the lectures, participate in discussion, and complete the laboratories. Stewart moved to pass ADS 4713/6713 contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the modification of AELC 4503/6503 International Agricultural Education and the addition of distance education to AELC 4503/6503. Parajuli seconded the motion. Committee members were concerned in the syllabus under class assignments (additional lesson plans and evaluation tools), it indicates there is a logic model assignment for the class. The syllabus does not inform students how it will be graded or further information about its requirements. Parajuli moved to pass AELC 4503/6503 contingent upon the above concern being addressed. Stewart seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of distance education to FNH 4293/6293 Micronutrients: Human Metabolism. Parajuli seconded the motion. Committee members were concerned the button "[w]ill the syllabus be revised?" should be activated so the syllabi are loaded in the correct places, the information in response to "[h]ow will the instructor engage in appropriate communication with individual students (i.e. office hours, after class discussions, etc.)?" in the proposal under "Distance Learning Questions" should be included in the syllabus; and the attendance policy should refer to AOP 12.09. Priddy moved to pass FNH 4293/6293 contingent upon the above concerns being addressed. Winger seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of FNH 8773 The Human Microbota and Optimal Health. Priddy seconded the motion. Committee members were concerned the information in response to "[h]ow will the instructor engage in appropriate communication with individual students (i.e. office hours, after class discussions, etc.)?" in the proposal under "Distance Learning Questions" should be included in the syllabus; there is a prerequisite in the course description located in the syllabus but not on the course

proposal; the syllabus states “[h]ard copies of the lecture slides will NOT be provided except for the course syllabus. Please be sure that your correct email address is on file with the University. Otherwise, emails sent through the Listserv will not reach you,” so committee members questioned if the lecture slides will be emailed to the Campus 1 students, and if not, Campus 5 students will still be able to obtain them. Nattrass moved to pass FNH 8773 contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of GA 4101 MANRRS Leadership Development. Priddy seconded the motion. Committee members were concerned the contact hours were not included in the course outline in the syllabus, and the course description was not included in the syllabus. Parajuli moved to pass GA 4101 contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was unanimously approved.

Trinkle moved to approve the addition of distance education to HS 1701 Survey of Human Sciences. Parajuli seconded the motion. Committee members were concerned that the statement in the syllabus that no make-up exams will be given is in conflict with AOP 12.09. The syllabus does not contain an attendance policy or a reference to the university attendance policy. Winger moved to pass HS 1701 contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was unanimously approved.

Parajuli moved to adjourn. Priddy seconded the motion. The motion to adjourn was unanimously approved. The meeting was adjourned at 2:30 p.m.

APPROVAL FORM FOR

DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Garner Hall, Room 279, Mail Stop 9702.

College: Education

Department: Instructional Systems & Workforce Dev.

Contact Person: Weichieh Wayne Yu

Mail Stop: 9730

E-mail: wcyu@colled.msstate.edu

Nature of Change: Modification

Date: 08/01/2019

Program will be offered at: Starkville (Campus 1)

Current Degree Program Name: Bachelor of Science

Effective Date: FALL 2020

Major: Information Technology Services **Concentration:** None

New Degree Program Name: Bachelor of Science

Major: Information Technology Services **Concentration:** None

Summary of Proposed Changes:

See the attached sheet.

Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council

Trey Martindale

Richard Human

Teresa Jayroe



SACS Letter Sent

Proposal to Modify **Bachelor of Science in Information Technology Services (ITS)**
in Instructional Systems and Workforce Development

A summary of the proposed changes for the Information Technology Services degree are as follows:

1. CATALOG DESCRIPTION

(No modification)

This curriculum is designed to prepare students for the use of computer-based information systems, particularly software applications and hardware, development and implementation of information technology end-user support, information technology project management, and technology training.

By completing the business requirements for the ITS degree, students may be eligible to receive a minor in Business Administration from the College of Business. ITS majors interested in a minor in business administration should contact an academic coordinator in room 106 McCool Hall.

2. CURRICULUM OUTLINE

DEGREE MODIFICATION OUTLINE FORM

CURRENT Degree Description		PROPOSED Degree Description	
Degree: Bachelor of Science Major: Information Technology Services (ITS) Concentration:		Degree: Bachelor of Science Major: Information Technology Services (ITS) Concentration:	
This curriculum is designed to prepare students for the use of computer-based information systems, particularly software applications and hardware and the development and implementation of information technology end user support and information technology project management.		This curriculum is designed to prepare students for the use of computer-based information systems, particularly software applications and hardware and the development and implementation of information technology end user support and information technology project management.	
Minor in business administration. By completing the business requirements for the ITS degree, students may be eligible to receive a minor in Business Administration from the College of Business. ITS majors interested in a minor in business administration should contact an academic coordinator in room 106 McCool Hall.		Minor in business administration. By completing the business requirements for the ITS degree, students may be eligible to receive a minor in Business Administration from the College of Business. ITS majors interested in a minor in business administration should contact an academic coordinator in room 106 McCool Hall.	
CURRENT CURRICULUM OUTLINE	Required Hours	PROPOSED CURRICULUM OUTLINE	Required Hours
English Composition: English Composition I English Composition II	3 3	English Composition: English Composition I English Composition II	3 3
Mathematics: MA 1313 College Algebra ST 2113 Introduction to Statistics, or BQA 2113 Business Statistical Methods I	3 3	Mathematics: MA 1313 College Algebra ST 2113 Introduction to Statistics, or BQA 2113 Business Statistical Methods I	3 3
Science:		Science:	

Natural Science w/lab – See General Education courses	3	Natural Science w/lab – See General Education courses	3
Natural Science w/lab – See General Education courses	3	Natural Science w/lab – See General Education courses	3
Math/Science Elective: See General Education courses	3	Math/Science Elective See General Education courses	3
Humanities: See General Education Requirement	6	Humanities: See General Education Requirement	6
Fine Arts: See General Education courses	3	Fine Arts See General Education courses	3
Social/Behavioral Sciences: See General Education Requirement	6	Social/Behavioral Sciences: See General Education Requirement	6
Oral Communication Requirement: CO 1003 Fundamentals of Public Speaking or CO 1013 Introduction to Communication	3	Oral Communication Requirement: CO 1003 Fundamentals of Public Speaking or CO 1013 Introduction to Communication	3
Computer Literacy Requirement: TKT 1273 Computer Applications (or other approved course)	3	Computer Literacy Requirement: TECH 1273 Computer Applications (or other approved course)	3
Writing Requirement: MGT 3213 Organizational Communications	3	Writing Requirement: MGT 3213 Organizational Communications or INDT 3813 Writing for Industry	3
Minor Core: Business Courses	28	Minor Core: Business Courses	27
ACC 2013 Principles of Financial Accounting	3	ACC 2013 Principles of Financial Accounting	3
ACC 2023 Principles of Managerial Accounting	3	ACC 2023 Principles of Managerial Accounting	3
BL 2413 The Legal Environment of Business	3	BL 2413 The Legal Environment of Business	3
EC 2113 Principles of Macroeconomics	3	EC 2113 Principles of Macroeconomics	3
EC 2123 Principles of Microeconomics	3	EC 2123 Principles of Microeconomics	3
MGT 3114 Principles of Management and Production	4	MGT 3113 Principles of Management	3
MGT 3513 Introduction to Human Resource Management	3	MGT 3513 Introduction to Human Resource Management	3
BIS 1733 Visual Basic Programming	3	BIS 1523 Web Development I	3
BIS 3233 Management Information Systems	3	BIS 3233 Management Information Systems	3
Major Core: Technology Courses	51	Major Core: Technology Courses	51
TKB 2123 Database Management	3	TECH 2123 Database Management	3
TKB 2133 Spreadsheet Design & Analysis	3	TECH 2133 Spreadsheet Design & Analysis	3
TKB 3133 Administrative Management and Procedures	3	TECH 3133 Administrative Management	3

TKB 4283 Advanced Office Systems		and Procedures	
TKB 4543 Information Processing	3	TECH 4543 Information Processing	3
TKB 4563 Introduction to Data Networks	3	TECH 4563 Introduction to Data Networks	3
TKB 4583 Graphics and Web Design	3	TECH 4573 Data Networks II	3
TKT 3213 Call Center Management	3	TECH 4583 Graphics and Web Design	3
TKT 3463 Computer Repair and Maintenance	3	TECH 3213 Call Center Management	3
TKT 3623 Design Technology Training		TECH 3463 Computer Repair and Maintenance	
TKT 4203 Emerging Technologies	3	TECH 3623 Design Technology Training	3
TKT 4343 Information Technology Project Management	3	TECH 4203 Emerging Technologies	3
TKT 4623 Delivery and Evaluation of Technology Training	3	TECH 4343 Information Technology Project Management	3
TKT 4683 Senior Seminar		TECH 4623 Delivery and Evaluation of Technology Training	3
TKT 4743 Electronic Desktop Publishing	3	TECH 4683 Senior Seminar	3
TKT 4753 Media for Presentations, Instruction and Gaming	3	TECH 4743 Electronic Desktop Publishing	3
Approved Elective	3	TECH 4753 Media for Presentations, Instruction and Gaming	3
		Approved Elective	3
Total Hours	124	Total Hours	123

3. JUSTIFICATION AND STUDENT LEARNING OUTCOMES

The main purpose of the proposed degree modification is to provide

All TKB and TKT prefixes to be changed to TECH

First, the information technology services faculty have proposed these modifications after reviewing the curriculum. The major modification we propose is to change the course prefixes from TKB and TKT to TECH. Our department offers TKB, TKI, and TKT courses and it can become confusing not only to students, but faculty, which prefix is for which program. To simplify this, all TKI prefixes has been proposed to change to INDT and the proposals have been approved in June 2019. We are asking for all TKB and TKT prefixes to be changed to TECH, which is also the program four-letter code. This will clearly differentiate technology courses from others offered in the department.

Secondly, this degree modification is proposed to revise the optional writing course “MGT 3213 Organizational Communications or TKI 3813 Writing for Industry.” to “MGT 3213 Organizational Communications or **INDT** 3813 Writing for Industry.”

Lastly, University Committee on Courses and Curricula (UCCC) has approved Management Department of College of Business’ proposal to change MGT 3114 Principles of Management and Production, 4 credits to **MGT 3113 Principles of Management, 3 credits**. ITS’ curriculum sheet will reflect such a change as well. The brings the total required hours to graduate from 124 to **123**.

4. SUPPORT

Accompanying this degree program modification are as follows:

- Letter of support from the ITS program faculty is attached.

- The new technical change proposal approval for MGT 3113 is attached.
- The new technical change proposal approval for INDT 3813 is also attached.

5. PROPOSED 4-LETTER ABBREVIATION

The proposed 4-Letter Abbreviation is TECH.

6. EFFECTIVE DATE

Fall semester 2020.



MISSISSIPPI STATE
UNIVERSITY™

COLLEGE OF EDUCATION
Department of Instructional Systems
and Workforce Development
P.O. Box 9730
108 Herbert Street
100 Industrial Education Building
Mississippi State, MS 39762
P. 662.325.2281
F. 662.325.7599
iswd.msstate.edu

LETTER OF SUPPORT

DATE: August 1st, 2019

TO: Box Council and UCCC Committee Members

FROM: Dr. Trey Martindale, Head
Instructional Systems and Workforce Development

RE: Approval to change current program prefix from TKB & TKT to TECH

This letter of support is offered by the ITS program faculty for the proposed program modification as follows:


- All TKB & TKT prefixes to be changed to TECH. A summary of the courses affected is enclosed.


These changes will assist faculty and staff in simplifying and distinguishing Technological courses from other courses in the department, as well as helping with course articulation and preparing students with the correct prerequisite.


As indicated by the signatures below, a majority of the program area faculty have approved the proposal as written for submission to the Box Council and the UCCC.


Program Area Faculty

 Support ☒ Do Not Support ☐
 Dr. James Adams [Date]


 8/20/19 Support ☒ Do Not Support ☐
 Dr. Joanne Beriswill [Date]

 8/20/19 Support ☒ Do Not Support ☐
 Dr. Pamela Bracey [Date]


 8/20/19 Support ☒ Do Not Support ☐
 Dr. Gregory Francom [Date]

 8/20/2019 Support ☒ Do Not Support ☐
 Dr. Sang Joon Lee [Date]

 Support ☒ Do Not Support ☐
 Dr. Mabel Okojie [Date]

 8/20/2019 Support ☐ Do Not Support ☐
 Dr. Yan Sun [Date]

Support ☐ Do Not Support ☐
 Dr. Chien Yu [Date]

 Support ☒ Do Not Support ☐
 Dr. Wei-Chieh Yu [Date]

 8/20/19 support ☒
 Dr. Kris King

	Current Course Code	NEW Course Code	Course Name/Title
	Core Courses		
1	TKB 2123	TECH 2123	Database Management
2	TKB 2133	TECH 2133	Spreadsheet Design and Analysis
3	TKB 3133	TECH 3133	Administrative Management and Procedures
4	TKB 4543-6543	TECH 4543-6543	Information Processing
5	TKB 4563	TECH 4563	Introduction to Data Networks
6	TKB 4573-6573	TECH 4573-6573	Data Networks II
7	TKB 4583-6583	TECH 4583-6583	Graphics and Web Design
8	TKT 1273	TECH 1273	Computer Applications
9	TKT 3213	TECH 3213	Call Center Management
10	TKT 3463	TECH 3463	Computer Repair and Maintenance
11	TKT 3623	TECH 3623	Designing Technology Training
12	TKT 4203	TECH 4203	Emerging Technologies
13	TKT 4343	TECH 4343	Information Technology Project Management
14	TKT 4623	TECH 4623	Delivery and Evaluation of Technology Training
15	TKT 4683	TECH 4683	Senior Seminar in Information Technology Services
16	TKT 4743-6743	TECH 4743-6743	Elements of Electronic Desktop Publishing
17	TKT 4753-6753	TECH 4753-6753	Media for Presentations, Instruction and Gaming
	Non-Core		
18	TKB 4283-6283	TECH 4283-6283	Advanced Office Systems
19	TKT 4143-6143	TECH 4143-6143	History and Philosophy of Career and Technical Education
20	TKT 4263-6263	TECH 4263-6263	Diversity in Work and Educational Environments
21	TKT 4433-6433	TECH 4433-6433	The Development of Veterans Benefits, Laws, and Policies
22	TKT 4443-6443	TECH 4443-6443	Design of Instructional Games and Simulations
23	TKT 4713-6713	TECH 4713-6713	Authoring for Instruction
24	TKT 4733-6733	TECH 4733-6733	Managing a Multimedia Learning Environment
25	TKT 4763-6763	TECH 4763-6763	Digital Tools for 21st Century Teaching and Learning
26	TKT 4803-6803	TECH 4803-6803	Integrating Technology for Meaningful Learning
27	TKT 4853-6853	TECH 4853-6853	Philosophy and Principles of Vocational-Technical Instruction
28	TKT 4473-6473	TECH 4473-6473	Methods of Teaching Online
29	TKT 4483-6483	TECH 4483-6483	Methods of Teaching STEM in the Middle School
30	TKT 4493-6493	TECH 4493-6493	Methods of Teaching Career Pathways Experiences
31	TKT 4403-6403	TECH 4403-6403	Strategies for Campus Transition and Success for Veterans
32	TKT 4413-6413	TECH 4413-6413	Veterans' Benefits and Certification-Policies and Procedures
33	TKT 4423-6423	TECH 4423-6423	History of Administration of Veterans' Benefits
34	TKT 4433-6433	TECH 4433-6433	The Development of Veterans' Benefits, Laws and Policies

Date: November 19, 2018

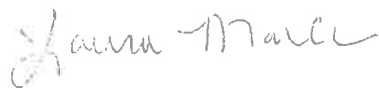
To: University Committee on Courses and Curricula

Dear UCCC,

We support changing MGT 3114: Principles of Management & Production back to MGT 3113: Principles of Management. Each faculty member listed below has indicated whether they support or do not support this change via e-mail.

Faculty:	Support	Do not support
<u>Jim Chrisman, Professor of Management and Head</u>	X	
<u>Laura Marler, Associate Professor of Management</u>	X	
<u>James Vardaman, Associate Professor of Management</u>	X	
<u>Danny Holt, Associate Professor of Management</u>		
<u>Ben McLarty, Assistant Professor of Management</u>	X	
<u>Kulraj Singh, Assistant Professor of Management</u>	X	
<u>Sohrab Soleimanof, Assistant Professor of Management</u>	X	
<u>Rebecca Long, Professor of Management</u>	X	
<u>Michele Medina, Assistant Professor of Management</u>	X	

Best regards,



Laura Marler

Management Departmental Curriculum Committee Representative

New Technical Change Proposal

Date Submitted: 06/18/19 4:41 pm

Viewing: **MGT 3113 : Principles of Management**

Last approved: 03/13/19 3:22 am

Last edit: 06/18/19 4:41 pm

Changes proposed by: lm535

Catalog Pages
referencing this
course

[Building Construction Science](#)
[Business Administration Major](#)
[Department of Finance and Economics](#)
[Department of Landscape Architecture](#)
[Department of Management and Information Systems](#)
[Department of Marketing, Quantitative Analysis and Business Law](#)
[Management and Information Systems](#)
[Marketing, Quantitative Analysis, and Business Law](#)
[Richard C. Adkerson School of Accountancy](#)

Other Courses
referencing this
course

[BUS 4853 : Business Policy](#)
[HCA 4243 : Managed Care](#)
[LA 4733 : Landscape Contracting III](#)
[MGT 3413 : Production Management](#)
[MGT 3813 : Organizational Behavior](#)
[MGT 4113 : Advanced Management](#)
[MGT 4563 : Staffing in Organizations](#)
[MGT 4613 : Cross-Cultural Management](#)
[MGT 4713 : Quality in Organizations](#)
[MGT 8523 : Mgt Sem Ind Rel](#)
[MGT 8823 : Organization Development](#)
[MKT 4143 : Sales Management](#)
[MKT 6143 : Sales Management](#)
[BUS 4853 : Business Policy](#)
[HCA 4243 : Managed Care](#)

<https://next.catalog.msstate.edu/courseadmin/>

In Workflow

1. 0540 Head
2. 05 Dean
3. UCCC
4. UCCC Chair
5. Provost
6. Banner

Approval Path

1. 06/19/19 9:35 am
jjc97: Approved for 0540 Head
2. 06/19/19 10:10 am
ker7: Approved for 05 Dean
3. 08/02/19 2:58 pm
Jenny Turner (VT61):
Approved for UCCC
4. 08/02/19 3:02 pm
Jenny Turner (VT61):
Approved for UCCC Chair

History

1. Mar 13, 2019 by ker7

8/11/2019

Course Inventory Management

[MGT 3413 : Production Management](#)
[MGT 3813 : Organizational Behavior](#)
[MGT 4113 : Advanced Management](#)
[MGT 4613 : Cross-Cultural Management](#)
[MGT 4713 : Quality in Organizations](#)
[MGT 8823 : Organization Development](#)
[MKT 4143 : Sales Management](#)

Title	Principles of Management		
Proposed 30 Character Abbreviation	Principles of Management		
Subject Prefix	MGT		
Course Number	3113		
Department	Management & Info Systems (0540)		
College or School	College of Business (05)		
Contact Person	<u>Name:</u> Laura Marler Kevin Rogers	<u>Phone:</u> 6623251957 5-1982	<u>Email:</u> lmarler@business.msstate.edu kevin.rogers@msstate.edu
Date Initiated	NaN/NaN/NaN NaN:NaN pm		
Effective Date	Fall 2019		
Frequency			
CIP Number	520201		
Campus(es)	Campus 1, Starkville Campus 2, Meridian Campus 5, Distance		
Distance Learning Course	Yes		
	No		

<https://next.catalog.msstate.edu/courseadmin/>

8/11/2019

Course Inventory Management

Core (General Education) Course

Course Details

Credit Hours 3

Catalog Description (Prerequisites: junior standing). Three hours lecture. Management principles for large, small, entrepreneurial, all organizations including planning, organizing, leading, and family businesses including planning, organizing, leading, and controlling.

May the course be repeated for credit? No

Number of times the course may be repeated

Grade Mode Normal

Course Modification

Itemized List and Description of Changes All organizations was changed to "large, small, entrepreneurial, and family businesses" to reflect course content that focuses on various types of businesses. Remove production content from MGT 3114 Principles of Management & Production and offer a traditional 3-hour Principles of Management course.

Course Content Course topics (face to face and distance): Contact hours Course expectations: Why is business a global system 1.5 Managing and the manager's job 1.5 Navigating the global environment 1.5 Responding to the ethical and social environment 1.5 Leadership in organizations 1.5 Exam 1 1.5 Power & influence 1.5 Managing interpersonal relations & communications 1.5 Organizational culture 3 Organizational change 1.5 Exam 2 1.5 Introduction to strategy 1.5 Business level strategy 3 Corporate level strategy 3 Exam 3 1.5 Managing start-ups & new ventures 3 Basic elements of organizing 3 Managing organizational design 1.5 Exam 4 1.5 Managing human resources in organizations 3 Managing employee motivation & performance 1.5 Managing work groups & teams 1.5 Final exam 3 Total 45

Effect on Other Courses Only the BBA and BACC degrees require MGT 3114. Both degree programs are being modified concurrently to reflect this change.

Method of Instruction Lecture

Method of Delivery Face to face
Online, Internet, Web based

Current Course Outline of Campus 1

Proposed Course

8/11/2019

Course Inventory Management

Outline of Campus 1

Current Course
Outline of Campus 5

Proposed Course
Outline of Campus 5

Course Syllabus
(contact hours
required in syllabus) [MGT 3113 Prin Mgt.pdf](#)

Detailed Proposed
Course Syllabus of
Campus 1

Detailed Current
Course Syllabus of
Campus 5

Detailed Proposed
Course Syllabus of
Campus 5

Table outlining
Equivalency of
Campus 1 and
Campus 5 Course
Offerings

Method of Evaluation

Will the syllabus be
revised? No

Justification In an assessment of 15 area business schools (12 SEC, USM, Oklahoma State, Clemson), MSU is the only school requiring a 4 hour principles of management & production. All of the comparison schools required a 3 hour principles of management course. This change will make the MSU program align with peer and competitor business schools in the region. Modifications to the BBA and BACC programs to reflect this change are being submitted concurrently with this proposal.

Academic Misconduct

8/11/2019

Course Inventory Management

Target Audience Business students from campus 1, 2, and 5.

Delivery Statement

Letter of Support [MGT 3113 Letter of Support Signed.pdf](#)

Effect on Other Courses The only impact will be on a handful of MGT and one BUS course that uses MGT 3114 as a prerequisite. These prereqs will be adjusted through technical changes.

Distance Learning Questions

How will the instructor engage in appropriate communication with individual students (i.e. office hours, after class discussions, etc.)?

The Instructor will use the Discussions app in Canvas to respond to students' questions throughout the course. Students will also have the option of using email to communicate directly with the Instructor for questions on content, grades, etc. For face to face meetings, the instructor will use Webex for video conferencing with students.

How will students interact with their peers?

Students will have access to the Discussions app in Canvas to post and comment on discussion threads in the course. Students will all have access to the Collaborations app in Canvas and Google Docs to share and/or edit documents and Webex for videoconferencing.

What will be the differences in the face to face and the online versions of the course?

Course content and learning objectives will be the same in both versions of the course. The online version will be more asynchronous, utilizing Arc videos and Discussions in Canvas to deliver content to students. Webex, Discussions, and Collaborate tools will allow for Instructor-student and student-student interaction throughout the online course. For exams, face to face students will complete exams in class, while online students will complete exams using the LockDown Browser feature and the Quizzing app available in Canvas.

What is the justification for the distance learning offering?

This course is part of the distance BBA-Business Administration major. The degree was approved for online delivery beginning fall 2018.

Course reviewer comments

Key: 6183

Viewing: **INDT 3813 : Writing for Industry**

History

1. Jun 8, 2017 by Jew138
2. Jun 18, 2019 by Jew138

Last approved: 06/18/19 3:25 am

Last edit: 05/02/19 11:57 am

Catalog Pages
referencing this
course[Department of Instructional Systems and Workforce Development](#)Other Courses
referencing this
course[TKI 3813 : Writing for Industry](#)

Title Writing for Industry

Proposed 30
Character Writing for Industry
Abbreviation

Subject Prefix INDT

Course Number 3813

Department Business Technology Education (0670) Industrial Technology (0670) Instr. Sys. & Workforce Dev (0670) Technology (0670)

College or School College of Education (06)

Contact Person Name: Phone: Email:
John Wyatt 662-325-7257 wyatt@colled.msstate.edu

Date Initiated

8/11/2019

Course Inventory Management

Effective Date	Spring 2020
CIP Number	150613
Campus(es)	Campus 1, Starkville Campus 5, Distance
Distance Learning Course	Yes
Core (General Education) Course	No
Course Details	
Credit Hours	3
Catalog Description	(Prerequisites: Junior Standing). Three Hours Lecture. The creation of work instructions, manuals, requests for proposals, presentations, justification for equipment, and professional and personal written communications, using different communication media.
May the course be repeated for credit?	No
Number of times the course may be repeated	
Grade Mode	Normal
Course Modification	
Itemized List and Description of Changes	Prefix Change from TKI to INDT Prefix change will assist faculty and staff in simplifying and distinguishing Industrial courses from other courses in the department.
Course Content	No Change
Effect on Other Courses	Prefix change will effect prerequisite listing of other INDT courses
Method of Instruction	Lecture
Method of Delivery	Face to face

8/11/2019

Course Inventory Management

Online, Internet, Web based

Course Syllabus
(contact hours
required in syllabus)

[TKI 3813 Writing for Industry New Campus 1.pdf](#)

Will the syllabus be
revised?

Yes

Revised Syllabus

[INDT 3813 Writing for Industry.pdf](#)

Will the syllabus be
revised?

Yes

Target Audience

The target audience for this course are nontraditional students who are currently employed, or who cannot make regular class meetings on the main campus. Campus 1 students will not be forced to register for this Campus 5 class, as they have their own Campus 1 version.

Delivery Statement

This proposal does not violate the Provost's policy on Campus 5 offerings. Only students enrolled in the Campus 5 Industrial Technology program will be able to enroll in this course.

Letter of Support

[Letter of Support Course Additions.pdf](#)
[2019-Letter of Support.pdf](#)

Effect on Other
Courses

Prefix change will effect prerequisite listing of other INDT courses

Distance Learning Questions

How will the
instructor engage in
appropriate
communication with
individual students
(i.e. office hours, after
class discussions,
etc.)?

Already approved for Distance Learning

How will students
Interact with their
peers?

Already approved for Distance Learning

What will be the
differences in the face

Already approved for Distance Learning

8/11/2019

Course Inventory Management

to face and the online
versions of the
course?

What is the
justification for the
distance learning
offering?

Already approved for Distance Learning

Course reviewer
comments

Key: 6472