

**University Committee on Courses and Curricula
Mississippi State University
October 17, 2014**

- Present:** Amy Adkerson, Kari Babski-Reeves, Russell Carr, Mike Cox, Robert Harland, Kevin Hunt, Olivia McCain, Lynda Moore, Rob Moore, Kelly Moser, Emily Owen, Tommy Parker, Andy Perkins, Melinda Pilkinton, Johnny Richwine, John Riggins, John Rigsby, Kathy Sherman-Morris, Barry Stewart, Pam Sullivan, Kirk Swortzel, Jenny Turner, Mark Welch, Tom White, Robert Wolverston, Sr., Chien Yu
- Excused:** Amy Crumpton, Jo Jo Dodd, Dana Franz, Scott Montgomery, Bob Otondo, Jack Smith
- Proxy:** Robert Wolverton, Jr. for Pat Matthes
- Absent:** Skip Jack, Mitzy Johnson
- Guests:** Mark Clark, Susan Diehl, Anna Dill, Steve Elder, Nicholas Fitzkee, David Jones, Laura Moran, Ian Munn, Rosa Nigro, Rubin Shmulsky, Kim Walters, Molly Zuckerman

Swortzel called the meeting to order at 1:30 p.m. on Friday, October 17, 2014 in room 324 of the Student Union. Swortzel welcomed all of the committee members and welcomed the two new committee members, Chien Yu and Andy Perkins. Swortzel reported on the findings of a subcommittee he appointed to address what are the characteristics of a passed contingent proposal, a tabled proposal and a rejected proposal. Members of the subcommittee are Kari Babaski-Reeves, Mike Cox, Dana Franz, Mitzi Johnson, Bob Otondo, and Kathy Sherman-Morris. A draft of the subcommittee report was presented to the UCCC members, and a copy is attached to the minutes. Swortzel asked UCCC members to review the report and offer feedback at the November meeting.

Welch moved to approve the addition of AN 4323/6323 Plagues and People. Hunt seconded the motion. Dr. Molly Zuckerman appeared in support of the proposal. The motion to approve AN 4323/6323 Plagues and People was approved unanimously.

Carr moved to approve the addition of CH 8613 Methods of Biophysical Chemistry. Rigsby seconded the motion. Dr. Nicholas Fitzkee appeared in support of the proposal. Committee members were concerned that this course is similar to a course already being offered by Biochemistry; there was not a letter of support from the Biochemistry Department; the breakdown of contact hours was not sufficient; and the syllabus did not contain adequate content. Dr. Fitzkee confirmed that a letter of support was not requested from Biochemistry. Committee members had an extensive discussion about whether the proposal needed to be reviewed and revised by the college or departmental curriculum committee. Rigsby moved to table the proposal, and Welch seconded the motion. The motion to table CH 8613 Methods of Biophysical Chemistry was approved with one committee member voting nay and one committee member abstaining.

Moore moved to approve the addition of FLH 3013 Plato; FLL 3111 Latin Prose Composition I; FLL 3121 Latin Prose Composition II; FLL 3131 Latin Prose Composition III; FLL 3173 Augustan Literature; and FLL 4443 Caesar. Cox seconded the motion. Dr. Mark Clark appeared in support of the proposals.

Committee members were concerned that the grading scale is weighed depending on how much Latin a student had previously taken and this will be difficult to administer; the prerequisites are not included on the proposal cover sheets; the method of delivery for FLH 3013 Plato is incorrect; and on FLL 3131 there is a typographical error on the proposal that says there will be two tests given but three tests are listed. Moser moved to pass FLH 3013, FLL 3111, FLL 3121, FLL 3131, FLL 3173 and FLL 4443 contingent upon the above concerns being addressed. Welch seconded the motion to pass contingent. The motion to pass contingent was approved unanimously.

Riggins moved to approve the addition of FLS 2233 Spanish for Professionals. Sherman-Morris seconded the motion. Committee members were concerned there was no letter of support from the Department of Classical and Modern Languages and Literatures; the student research paper is to be written in English instead of Spanish; and the title of the course does not adequately describe the course. Carr moved to reject FLS 2233 Spanish for Professionals, and Rigsby seconded the motion. The motion to reject was approved with one committee member abstaining.

Carr moved to approve FLI 1113 Italian I, FLI 1123 Italian II, FLI 2133 Italian III and FLI 2143 Italian IV as general education courses. Moser seconded the motion. Dr. Rosa Nigro appeared in support of the proposals. The motion to approve passed unanimously.

Pilkinton moved to approve the addition of FLI 1800 Italian Study Abroad. Harland seconded the motion. Dr. Rosa Nigro appeared in support of the proposal. The motion to approve passed unanimously.

Rigsby moved to approve FIN 4111/6111 TVA Panel 1 and FIN 4112/6112 TVA Panel II. Moore seconded the motion. Committee members were concerned that the additional graduate requirements were not part of the proposal. A committee member pointed out that the graduate requirements box did not appear as part of the online proposal because the split level designation activates it, and the split level designation was not working when this proposal was submitted. The graduate requirements can be entered under the additional information box. Welch moved to approve FIN 4111/6111 and FIN 4112/6112 contingent upon the above concern being addressed. The motion to approve passed unanimously.

Carr moved to approve the modifications of ASE 3213 Mechanics of Deformable Structures and ASE 3223 Aerospace Structural Analysis. Moore seconded the motion. Committee members pointed out the two courses were trading course titles and course descriptions, and this level of course change should be addressed in a different way. Welch moved to table ASE 3213 and ASE 3223. Carr seconded the motion. The motion to table passed unanimously.

Stewart moved to approve the modification of the Bachelor of Science in Biological Engineering and the Bachelor of Science in Biological Engineering with a Biomedical Engineering concentration. Cox seconded the motion. Dr. Steve Elder appeared in support of the proposals. The motion to approve the program proposals was approved unanimously.

Rigsby moved to approve addition of LSK 1043 Life Skills for Student Athlete and LSK 1102 Academic Learning Strategies for Math. Moore seconded the motion. Dr. Anna Dill, Ms. Laura Moran, and Ms. Kim Walters appeared in support of the proposal. Committee members pointed out the course outlines and the example schedules do not match. Stewart moved to pass LSK 1043 and LSK 1102 contingent upon the above concern being addressed. The motion to pass contingent was approved with one

committee member abstaining.

Pilkinton moved to approve the modification to the Master of Science in Instructional Technology, the addition of distance education to the Master of Science in Instructional Technology, the modification of the Ph.D. in Instructional Systems and Workforce Development, and the addition of the addition of distance delivery to TKT 8443, TKT 8523, TKT 8533, TKT 8543, TKT 8623, TKT 8643, TKT 8693, TKT 8703, TKT 8713, TKT 8723, TKT 8743, TKT 8793, TKT 8813, TKT 8823, TKT 8843, and TKT 8853. Cox seconded the motion. Committee members were concerned there were quizzes and exams not included in the grading scale; some of the 8000 level courses contained principle and foundations materials that should be in lower level courses; there are few prerequisites for the 8000 level classes; the contact hour breakdown is not sufficient; and the number of contact hours on a structured discussion board are high. Hunt moved to pass the program and course proposals contingent upon the above concerns being addressed. Rigsby seconded the motion. The motion to pass contingent was approved with one member abstaining.

Hunt moved to approve the modifications to FP 1103, FP 3012, FP 4023/6023, FP 4113/6113, FP 4143/6143, FP 4213/6213, FP 4253/6253; the deletion of FP 4313/6313, FP 4323/6323, FP 4423/6423; the addition of SBP 1203, SBP 2123, SBP 3113, SBP 3123, SBP 3143, SBP 4133/6133, SBP 4153/6153, SBP 4243/6243, SBP 4263/6263, SBP 4313/6313, SBP 4333/6333, SBP 4443, SBP 4450; the addition of SBP 2012 and the addition of Maymester to SBP 2012; and the addition of a Bachelor of Science in Sustainable Bioproducts. Rigsby seconded the motion. Dr. Ian Munn, Dr. David Jones, Dr. Rubin Shmulsky, and Dr. Susan Diehl appeared in support of the proposals. Committee members were concerned there were so many elective hours within the Bachelor of Science program proposal; there are few prerequisites for upper level classes, so students may not have the foundation necessary for the more difficult classes; leadership in some classes is counted as part of the grade and it is not explained how that would be evaluated; courses such as physics, organic chemistry, and biochemistry are not part of the program; in the lecture/lab classes there may not be enough contact hours since many of the hours are for review for exams; and there may not be enough academic rigor in the first two years of the program. Carr moved to table the proposals, and Stewart seconded the motion. The motion to table passed unanimously.

The proposals for adding distance education to EDE 3233 Teaching Children's Literature at the Elementary and Middle Levels, adding distance education to EDE 3343 Teaching Adolescent Literature, the deletion of EDS 9603 Practicum in College Teaching of Secondary Education, and the deletion of EDX 4423 Teaching the Disadvantaged Child are continued to the November 21st agenda.

Sherman-Morris moved to adjourn the meeting. Rigsby seconded the motion. The motion to adjourn passed unanimously.

Recommendations for Evaluating UCCC Proposals

Reasons to Pass a Proposal Contingent	
Course proposal fails to total up the contact hours correctly	Course proposal fails to break down subtopics according to UCCC guidelines
Course proposal is missing prerequisite(s) or prerequisite(s) is(are) transposed	Course proposal needs to clarify exam policy
Course prerequisites are not consistent between coversheet, proposal, and syllabus.	Catalog description is not consistent between coversheet, proposal, and syllabus.
Instructor of record is not listed for graduate course courses.	Degree proposals fail to add up credit hours correctly
Method of instruction in course proposals is incorrect, unclear, or missing	Course proposals fail to clarify if courses can be repeated and if so, what are the guidelines for repeating a course
Grading percentages in course proposals does not add up to 100%	Assessment/evaluation procedures for split-level courses are not differentiated

Reasons to Table a Proposal

<p>Something of significance (as required by the UCCC Guide and Format) within the proposal needs to be clarified in front of the curriculum committee and no one is present to sufficiently address the questions or concerns.</p>	<p>Failure to adequately address questions or concerns about a course or program proposal in front of the curriculum committee</p>
<p>Proposal, as submitted, is incomplete and is lacking significant information to be fully considered and reviewed by the curriculum committee</p>	<p>Course proposals lack sufficient assessment criteria or proposed assessment criteria is unclear</p>
<p>Appropriate cross-listed proposals are not submitted at the same time</p>	<p>For distance-education proposals, any prerequisites listed in course proposals either must be offered through the Center for Distance Education or appropriate accommodations or justifications be stated within the course proposal.</p>
<p>Course syllabus is not congruent with what is identified within the proposal</p>	<p>Class attendance policy, as reported in the syllabus, clearly violates AOP 12.09</p>

Reasons to Reject a Proposal

<p>Failure to address changes recommended by the curriculum committee at a previous meeting</p>	<p>Failure to show how the course and/or degree program fit into the mission and vision of Mississippi State University</p>
<p>Proposal submitted violates any academic policy within Mississippi State University</p>	<p>Proposal is not academically sound or operationally feasible in terms of how a proposed course would be taught or degree program administered</p>