

**University Committee on Courses and Curricula**  
**Mississippi State University**  
**November 13, 2020**

Members

Present: Tracey Baham, Randy Campbell, Padmanava Dash, Kathy Dooley, Nathan Drake, Dana Franz, Carlen Hennington, Julie Jessop, Pat Matthes, Qingmin Meng, Cat Mocal-King, Rob Moore, Emily Owen, Tommy Parker, Andy Perkins, Suzanne Powney, Matthew Priddy, Wendy Roussin, Kathy Sherman-Morris, Darrell Sparks, Barry Stewart, Brad Trinkle, Jenny Turner, Jeff Winger, Chien Yu

Excused: Brian Baldwin, Ann Bales, Russell Carr, Brian Davis, Tyler Dickerson, Trey Howell, Caroline Kobia, Ira Parson, Matthew Priddy, Emily Shaw

Guests: Lynda Moore, Nick Ramirez

**The November 13, 2020 meeting was conducted using WebEx connective technology due to the coronavirus.**

Franz called the meeting to order. Franz will be participating in the Faculty Senate meeting during part of the UCCC meeting, and Perkins will preside during that time. Franz announced that she will be naming a subcommittee to address the issue of how to approve hybrid methods of delivery.

Trinkle moved to approve the minutes from the October 16, 2020 UCCC meeting. Priddy seconded the motion. The motion was approved.

Dash moved to approve addition of ADS 3311 Meat Processing Laboratory, the addition of distance education to ADS 3311, the addition of FNH 3311 Meat Processing laboratory, and the addition of distance education to FNH 3311. Roussin seconded the motion. The subcommittee that reviewed the proposal made the following observations: some of the letters of support are not signed by all of the department curriculum members but are signed by a majority of the members; and under Module 4 Further Processing – 1. Process of dry and wet curing, the contact hours need to be broken down into increments of 3 or less. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

Dash moved to approve the addition of ADS 8013 Analytical Techniques for Biological Samples, and the addition of distance education to ADS 8013. Roussin seconded the motion. The subcommittee that reviewed the proposal made the following observation: under Grades, the information about additional points needs to be explained further because it does not explain how extra points may be accumulated. Priddy moved to pass the proposal contingent upon the above concern being addressed. Sparks seconded the motion. The motion to pass contingent was approved.

Dash moved to approve the addition of BCH 3102 Essential Biochemical Concepts and Analysis. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended the lecture/lab

information be added to the catalog description. That information can be added by the UCCC Office. The motion was approved.

Dash moved to approve the addition of BCH 4803/6803 Integrative Protein Evolution and the addition of distance education to BCH 4803/6803. Roussin seconded the motion. The subcommittee that reviewed the proposal made the following observations: the catalog description does not meet the required format; and the support letters are missing some signatures. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Dooley seconded the motion. The motion to pass contingent was approved.

Dash moved to approve the modification of the BS in Landscape Architecture. The subcommittee that reviewed the proposal and the Associate Registrar made the following observations: the effective date needs to be adjusted; under the Major Core Courses, the total appears to be 87 instead of 86; LA 3653 is already part of the curriculum, so it needs to be added on the left side of the curriculum table and does not need to be bolded on the right side of the curriculum table; LA 2253 Planting Design Fundamentals has already been taken out of the curriculum and does not need to be listed on the left side; MGT 3323 Entrepreneurship does not need to be italicized on the left side of the curriculum table or bolded on the right side of the table; on the left side of the curriculum table Turfgrass Management should be listed as PSS 4413 instead of PSS 4414; on the left side of the curriculum table "or BL 2413 Legal Environment of Business" needs to be deleted; on the right side of the curriculum table "or BL 2413 Legal Environment of Business" should be bolded; on the left side of the curriculum table CO 1093 Honors Oral Communication needs to be deleted because it has already been removed from the curriculum; on the left and right sides of the curriculum table, under Oral Communication Requirement "or CO 1013 Introduction to Communication" needs to be added; and the total credit hours of 123 on the left side of the table needs to be italicized and the total credit hours of 124 on the right side of the table needs to be bolded. Stewart moved to pass the proposal contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Perkins announced the BCS course proposals were tabled prior to the meeting, so revisions could be made.

Powney moved to approve the additions of ID 8013 Practicum, ID 8153 History of American Architecture and Landscape Architecture, ID 8163 Historic Preservation Law, ID 8253 Adaptive Reuse of Existing Buildings, ID 8263 Interior Details, Furniture, Materials, and Finishes, ID 8273 Building Materials Conservation, ID 8274 Research Analysis Methods in Historic Preservation, ID 8353 Internship, ID 8453 Preservation Field Studies I, ID 8463 Historic Preservation Planning, ID 8483 Preservation Economics/Advocacy, ID 8553 Preservation Field Studies II and the addition of an MFA in Historic Preservation. Dooley seconded the motion. The subcommittee that reviewed the courses made the following observations: the email address for the Dean of Students needs to be corrected in each syllabus; the section of each syllabus that is labeled Attendance Policy on the last page of each syllabus is not necessary since that information is covered in the earlier and longer Attendance section; for ID 8274, the course number needs to be revised to reflect a three hours credit course; for ID 8453, the course proposal indicates the course will be a six hours laboratory, but the course description on the syllabus describes the courses as a three hours lecture/lab, so this conflict needs to be resolved and the correct number of contact hours provided; and for ID 8553, the contact hours are all six hours, so subsections to those topics need to be created that are 3 contact hours or less. For the proposal to add the MFA in Historic preservation, the subcommittee and the Associate Registrar observed in the Proposed Curriculum Outline, Research Analysis Methods in Historic Preservation is listed as ID 8274,

but in the credit hours column the course is listed as a three credit hours course, so this conflict needs to be resolved. Stewart moved to pass the course and program proposals contingent upon the above concerns being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the addition of a minor in Lighting Design. Dooley seconded the motion. The subcommittee that reviewed the proposal and the Associate Registrar had the following observations: when the credit hours were entered in the curriculum outline CO 2524 Stagecraft and Lighting was listed as three credit hours instead of four credit hours, so the total hours for the minor should be 16 instead of 15. Roussin moved to pass the proposal contingent upon the above concern being addressed. Hennington seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the modifications of CH 3212 Inorganic Chemistry Laboratory, CH 3311 Analytical Chemistry I Laboratory, CH 3313 Analytical Chemistry I, the modification of the BS in Chemistry, and two modification proposals for the BA in Chemistry. Dooley seconded the motion. The subcommittee that reviewed the proposals and the Associate Registrar had the following observations: for CH 3212 the syllabus needs the Campus Safety Statement, the syllabus needs the COVID Statement, in the syllabus the statement that “[t]urning in documentation after the fact will not be considered an excused absence” is not in compliance with AOP 12.09, and in the syllabus the statement that the faculty member “will allow 1 excused absence per semester with the proper medical note and arrange for it not to affect your grade. More than one will not be allowed and will count as a zero for both prelab and experiment toward your grade” is not in compliance with AOP 12.09. For CH 3311 the syllabus needs the Campus Safety Statement, and the COVID Statement. For CH 3313 the syllabus needs the Campus Safety Statement, and the COVID Statement. For the BA in Chemistry (changes to align the degree program with modified course names and numbers), the modification cover sheet indicates a concentration was not created, but a general concentration appears to have been created, and EN 1104 can be added to the General Education English section. For the BA in Chemistry (Pre-Health Professional), this proposal should be combined with the first modification to the BA and listed as the second concentration, and EN 1104 should be added to the General Education English section. For the BS in Chemistry, list the four concentrations on the cover sheet, the non-ACS concentration is not identified in the curriculum outline, and EN 1104 should be added to the General Education English section. Jessop moved to pass the proposals contingent upon the above concerns being addressed. Dooley seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the addition of CO 2701 Speech and Debate Practicum, the addition of CO 4821 Certificate in Principles of Public Relations in Preparation Course, and the addition of distance education to CO 4821. Dooley seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Priddy moved to approve the addition of CO 4833 Advanced Integrated Media Agency. Dooley seconded the motion. The subcommittee that reviewed the proposal observed under Policies and Procedures – General Class Information, it indicates late work will not be accepted, and this statement is not in compliance with AOP 12.09. Also the last sentence of the course description is information for a program modification. The sentence does not need to be included in the course description. Stewart moved to pass the proposal contingent upon the above concerns being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the addition of distance education to CO 4924/6924 Film Theory. Powney seconded the motion. The subcommittee that reviewed the proposal observed: the syllabus needs to

indicate if the online delivery will be synchronous or asynchronous and how the online students will participate. Dooley moved to pass the proposal contingent upon the above concerns being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the modification and addition of distance education to PPA 8400 Public Administration Internship. Dooley seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Priddy moved to approve the addition of PS 4243/6243 State Election Policy and Politics. Dooley seconded the motion. The subcommittee that reviewed the proposal discussed the length of the syllabus and whether the syllabus was sufficiently clear. The subcommittee recommended approval. The motion was approved.

Dooley moved to approve modification and addition of distance education to ACC 3003 Accounting Information Systems I, ACC 3013 Cost Accounting, ACC 3023 Intermediate Accounting I, ACC 3053 Accounting Information Systems II, ACC 4013 Income Tax I, ACC 4033 Auditing, ACC 4043/6043 Municipal and Governmental Accounting, ACC 4063/6063 Income Tax II, and the addition of distance education to ACC 3033 Intermediate Accounting II and ACC 4023/6023 Advanced Accounting. Stewart seconded the motion. The subcommittee that reviewed the proposals observed: for ACC 3023, an explanation about how participation points are awarded is needed; for ACC 4013, there is a typographical error in the course description (“on” is used twice); for ACC 4023/6023, the course description on the proposal and the syllabus do not match; for ACC 4043/6043, for the graduate level an F should be “< 315;” for ACC 4063/6063, for the graduate level an F should be “< 330.” Powney moved to pass the proposals contingent upon the above concerns being addressed. The motion to pass contingent was approved.

Dooley moved to approve the modifications and addition of distance education for ACC 8013 Seminar in Financial Accounting Theory, ACC 8023 Advanced Managerial Accounting, ACC 8033 Assurance and Audit Data Analysis, ACC 8043 Fraud Examination and Data Analysis, ACC 8053 Financial Accounting Policy, ACC 8063 Research in Tax Practice and Procedures, ACC 8113 Advanced Individual Taxation and Wealth Management, ACC 8183 International Accounting, and the addition of ACC 8143 Accounting Data Analytics with the inclusion of distance education to ACC 8143. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Dooley moved to approve the modification and addition of distance education to ACC 8073 Taxation of Corporations and Shareholders, ACC 8093 Taxation of Partnership, S Corporations, Trusts, and Estates and ACC 8123 Tax Topics. Stewart seconded the motion. The subcommittee that reviewed the proposals observed: for ACC 8073, the contact hours need to be broken down in blocks of 3 or less; for ACC 8093, the title does not include LLCs but LLCs have been added to the course description; for ACC 8123, Campus 1 students take the exam over several individual class periods while the Campus 5 students take the exam in 3 consecutive hours, so this appears not to be equivalent; and Campus 1 students receive a 5% loss of grade for missing a speaker, but Campus 5 students have 48 hours to watch a video, and this does not appear equivalent. Powney moved to pass the proposals contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the addition of a Campus 1 and Campus 5 minor in Account Data Analytics. Dooley seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Stewart moved to approve the addition of distance education to the Master of Professional Accountancy and the Master of Taxation. Powney seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

R. Moore moved to approve the modification and addition of distance education to PE 3133 Adapted Physical Education. Winger seconded the motion. The subcommittee that reviewed the proposal made the following observations: it is not clear how will exams/quizzes be proctored for Campus 5 students if Honorlock will be used; the attendance policies are also not consistent between Campus 1 and Campus 5, and the consequences are not the same; the contact hours in the subsections of Topic 7 are not the same number as listed under Topic 7; and in the course description and in the method of instruction the course is listed as a lecture/lab, but in the course outline, there are currently not enough contact hours for a course that is two hours lecture and two hours lab because there would need to be 30 hours of lecture and 30 hours of lab. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

R. Moore moved to approve the addition of distance education to SS 2103 Sport Careers and Practicum and the modification and addition of distance education to SS 3503 Sport Recreational Leadership. Winger seconded the motion. The subcommittee that reviewed the proposal made the following observations: for SS 2103 and SS 3503, the attendance policies do not allow a student with an excused absence to makeup the missed work, so this policy is not in compliance with AOP 12.09; the attendance policies are inconsistent between Campus 1 and Campus 5 because if students miss class, the consequences are not equivalent; and the syllabi do not indicate how the exams/quizzes will be proctored or if Honorlock be used. Mocal-King moved to pass the proposal contingent upon the above concerns being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

R. Moore moved to approve the addition of TECH 4333/6333 Introduction to Computer Science. Winger seconded the motion. The subcommittee that reviewed this proposal made the following observations: the letter of support is not applicable to this proposal, so another letter of support needs to be loaded; the syllabus does not indicate how exams/quizzes are proctored or if Honorlock will be used; the syllabus says the Campus 5 curriculum is self-paced, and that policy is not consistent with University Distance policy; in the curriculum outline, contact hours need to be assigned for each subsection for Topics 1, 10, 11, and 12; and the late policy does not provide for emergency situations, so reference needs to be made to AOP 12.09. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Dooley seconded the motion. The motion to pass contingent was approved.

The proposal to add TECH 4553 Information Technology Processing was withdrawn from the agenda by the initiator.

Dash moved to approve the modification of CHE 8713 Scientific Proposal Instruction and Development. Roussin seconded the motion. The subcommittee that reviewed the proposal made the following observations: the catalog description on the course proposal needs to be included on the syllabus and any additional information can be listed below the catalog description from the proposal; and

the UCCC felt 20% for class participation was a high percentage, and the initiator needs to be sure it is justified. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

Dash moved to approve the addition of distance education to GE 3513 Technical Writing. Roussin seconded the motion. The subcommittee that reviewed the proposal made the following observation: under Unit 3: Engineering Ethics (18 contact hours), the contact hours in subsection 1 need to be broken down into three contact hours or less. Hennington moved to pass the proposal contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Dash moved to approve the addition of IE 8623 Advanced Data Analytics for Complex Systems and the addition of distance education to IE 8623. Roussin seconded the motion. The subcommittee that reviewed the proposal made the following observations: the prerequisites need to be included in the catalog description on the syllabus; in the course outline, in the headings with more than 3 contact hours subheading with contact hour amounts need to be assigned; the Office Hours section of the syllabus indicates there will be office hours available by WebEx on the weekends, and the UCCC wanted to confirm this information. Dooley moved to pass the proposal contingent upon the above concerns being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

Dash moved to approve the addition of distance education to the MS in Cyber Security and Operations and the PhD in Computer Science. Roussin seconded the motion. The subcommittee that reviewed the proposals had the following observations: for the PhD proposal, under Additional Coursework in the Proposed Curriculum Outline, it indicates no additional coursework hours are required for "previous online students," but it is not clear what that means; in both program proposals the Starkville campus is mentioned even though this is a Campus 5 program; and in the catalog description it describes how BS students may be admitted into the Campus 1 PhD program, but then under the Justification it says only students with a previous MS may be admitted into the distance program, so UCCC felt this should be clarified. Priddy moved to pass the proposals contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Roussin moved to adjourn. Powney seconded the motion. The motion to adjourn was approved. The meeting was adjourned at 3:20 p.m.