

**University Committee on Courses and Curricula**  
**Mississippi State University**  
**October 16, 2020**

Members

Present: Tracey Baham, Brian Baldwin, Anna Bales, Russell Carr, Padmanava Dash, Brian Davis, Tyler Dickerson, Kathy Dooley, Nathan Drake, Dana Franz, Julie Jessop, Pat Mattes, Qingmin Meng, Cate Mocal-King, Rob Moore, Tommy Parker, Andy Perkins, Suzanne Powney, Matthew Priddy, Wendy Roussin, Emily Shaw, Kathy Sherman-Morris, Barry Stewart, Marian Swindell, Brad Trinkle, Jenny Turner, Jeff Winger, Chien Yu

Proxy: Carlen Hennington for Marian Swindell

Excused: Randy Campbell, Trey Howell, Caroline Kobia, Emily Owen, Ira Parson, Darrell Sparks

Guests: Kylie Forsythe, Lynda Moore, Nick Ramirez

**The October 16, 2020 meeting was conducted using WebEx connective technology due to the coronavirus.**

Franz called the meeting to order at 1:30 p.m. on Friday, October 16, 2020. The meeting was conducted using WebEx connective technology. Franz announced she would be working with Dr. Brent Fountain about the approval process for the hybrid method of delivery. Franz also announced that Nick Ramirez is the new UCCC contact for Distance Education.

Trinkle moved to approve the minutes from the September 4, 2020 UCCC meeting. Priddy seconded the motion. The motion was approved.

Perkins moved to approve addition of ADS 3003 Performance Horse Training and Preparation for Sale. Jessop seconded the motion. The subcommittee that reviewed the proposal observed: the contact hours need to be broken down into subtopics by three or smaller; the catalog description on the proposal and the catalog description on the syllabus do not match - on the syllabus, additional information can be added after the catalog description; a three credit hours laboratory requires 90 contact hours, but currently the contact hours total 84; the statement that the instructor may change the objective for the lab during the semester is not in compliance with university policy - syllabi are not revised during a semester unless there are extenuating circumstances; and a link to AOP 21.09 needs to be added, so the students will know how an excused absence is defined. Trinkle moved to pass ADS 3003 contingent upon the above concerns being addressed. Roussin seconded the motion. The motion was approved.

Perkins moved to approve the modification and addition of distance education for ADS 3313 and FNH 3313 Introduction to Meat Science. Powney seconded the motion. The subcommittee that reviewed the proposals observed: the revised syllabi contain the old course descriptions instead of the revised course descriptions; the first distance question mentions there will be graded discussion threads, but

the syllabi do not mention them; under “Ground Rules: No late submission allowed,” AOP 12.09 should be referenced to explain what is considered university approved absences; and because ADS 3313 is part of the core curriculum for the ADS program, the course proposals will be held for final approval until the needed modification program proposal is placed on the UCCC agenda and approved. Jessop moved to pass the course proposals contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion was approved.

Perkins moved to approve the modification and addition of distance education to AELC 3503 Internship in Agricultural Science and Leadership. Powney seconded the motion. The subcommittee that reviewed the proposal observed: the prerequisite needs to be at the beginning of the course description; the attendance policy/late policy needs more detail regarding excused absences, preferably citing AOP 12.09; under late assignments, mycourses needs to be revised to Canvas; UCCC members asked if the course was repeatable for credit; UCCC members asked how the supervisor evaluation points would be assigned; and UCCC members requested the distance education questions be answered. Trinkle moved to pass the course proposal contingent upon the above concerns being addressed. Powney seconded the motion. The motion was approved.

Perkins moved to approve the addition of distance education for FDM 4603/6603 Global Sourcing in the Textile and Apparel Industry. Powney seconded the motion. The subcommittee that reviewed the proposal observed: the Evaluation of Student Progress percentages add up to 100.1%; on page two of the syllabus it indicates that not all handouts will be available in Canvas and to make sure students attend the class and participate in their learning, so how will distance student be accommodated in this case; and under Special Accommodations, please include contact information. Powney moved to pass the course proposal contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion was approved.

Perkins moved to approve the modification and renaming of the BS in Environmental Economics and Management. The subcommittee that reviewed the proposal recommended approval because sustainability classes were added to the curriculum but observed that credit ranges need to be added under the Major Core Courses on both sides of the curriculum outline, the general education classes are not in the same order as they are in the undergraduate catalog, and the credit ranges under free electives need to be reviewed. UCCC committee members felt these revisions could be made before the proposal is submitted to the Provost Office. The motion to approve was approved.

Jessop moved to approve the addition of GS 4413/6413 Sociology of Gender and Sexuality. Carr seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Carr moved to approve the addition of GS 4503/6503 Gender and Work. Jessop seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Carr moved to approve the addition of PSY 4233/6233 Culture and Psychology and the addition of distance education to PSY 4233/6233. Jessop seconded the motion. The subcommittee that reviewed the proposal observed the syllabus indicates “...the student must initiate communication regarding the missed exam and provide documentation regarding a university approved excused absence within 72 hours” but in order to make this policy compliant with AOP 12.09, the subcommittee suggested the wording be revised to: “In order for the final exam to be made-up, it is highly recommended that the

student initiate communication regarding the missed exam;” subcommittee members pointed out that in emergencies that are excused absences, students may not be able to meet the 72 hours deadline; and the syllabus indicates “ ...the points associated with that missed quiz, activity, or homework will not be included in the student’s QAH score calculation (thus no penalty),” but the subcommittee members pointed out this is not an acceptable policy under AOP 12.09. Dash moved to pass the course proposal contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion was approved.

Carr moved to approve the addition of PSY 8013 Reading Seminar in Clinical Psychological Science II. Jessop seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Jessop moved to approve the addition of distance education to MKT 3933 International Marketing. Carr seconded the motion. The subcommittee that reviewed the proposal observed the catalog description needs to be included on the revised syllabus; the policy on bonus points needs to be the same for Campus 1 and Campus 5 students; and UCCC members recommended an attendance policy be added or a reference to AOP 12.09 be added. Perkins moved to pass the course proposal contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the addition of a certificate in Historic Preservation. Jessop seconded the motion. The subcommittee that reviewed the proposal observed under the required courses and on one of the narrative pages Historic Preservation Research Methods should be listed as ARC 4623/6623; and under required courses and on one of the narrative pages, ID 2403 should be listed as ID 4403/6403. The UCCC Office will ask the initiator to make those revisions. The subcommittee recommended approval. The motion was approved.

Trinkle moved to approve the modification and addition of distance education to EP 4123 Aging and Physical Activity. Davis seconded the motion. The subcommittee that reviewed the proposal observed the attendance policies should refer to AOP 12.09 to define excusable absences; and the Student Activities section should include information that states how the assignments/exams will be taken/turned in for Campus 1, Campus 2, and Campus 5. Perkins moved to pass the course proposal contingent upon the above concerns being addressed. Powney seconded the motion. The motion was approved.

Trinkle moved to approve the addition of distance education to EPY 8263 Psychological Testing in Educational and Related Settings. Powney seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Trinkle moved to approve the addition of MU 3103 Music of Native America. Perkins seconded the motion. The subcommittee that reviewed the proposal observed the letter of support from the department needs to be signed by the members of the curriculum committee; a three credit hours lecture course requires 45 contact hours and currently there are only 42; the assessment portion of the syllabus equals 96% instead of 100%; and the attendance policy makes it sound as if a student can only have two excusable absences, so that portion should be revised to refer to and reflect the content of AOP 12.09. Powney moved to pass the proposal contingent upon the above concerns being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

Trinkle moved to approve the addition of EM 4353/6353 Combustion Theory and Modeling, the addition of distance education to EM 4353/6353, and the addition of the Meridian designation to EM 4353/6353. Perkins seconded the motion. The subcommittee that reviewed the proposal observed: the letter of support is from 2018, so a recent letter of support with the signatures of the curriculum committee members needs to be submitted; the first and second course objectives may need to be reviewed to insure they are objectives and not further descriptions of the course; the exam section may indicate to students that they may only make up one excused missed exam, so this needs to be clarified under AOP 12.09; the discussion of the exams for distance students does not state how they will receive or return exams; in the Distance Student Requirements, ASE 6990 needs to be revised to ASE 6353; and on the course proposal under Graduate Student Requirements, there is a reference to Table 1 and Table 2 in the syllabus, but those tables are not located in the syllabus. Powney moved to pass the proposal contingent upon the above concerns being addressed. Carr seconded the motion. The motion to pass contingent was approved.

Trinkle moved to approve the addition of FO 8333 Silviculture for Multiple Ecosystem Services and the addition of distance education to FO 8333. Powney seconded the motion. The subcommittee that reviewed the proposal observed while attendance is not mandatory, there should be a provision for participation points for excused absences under AOP 12.09; and under the Justification, the course proposal indicates the expected enrollment is seven but then mentions there will be five Campus 1 students and five Campus 5 students, so this conflict needs to be revised. Baldwin moved to pass the course proposal contingent upon the above concerns being addressed. Roussin seconded the motion. The motion was approved.

Trinkle moved to approve the addition of CVM 5242 Small Animal Dermatology. Powney seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Trinkle moved to approve the addition of a minor in Petroleum Engineering. Perkins seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Trinkle moved to adjourn the meeting. Roussin seconded the motion. The motion was approved. The meeting was adjourned at 2:50 p.m.