

University Committee on Courses and Curricula
Mississippi State University
January 22, 2021

Members

Present: Tracey Baham, Brian Baldwin, Anna Bales, Russell Carr, Padmanava Dash, Brian Davis, Tyler Dickerson, Kathy Dooley, Nathan Drake, Dana Franz, Trey Howell, Caroline Kobia, Pat Mattes, Rob Moore, Emily Owen, Tommy Parker, Ira Parson, Andy Perkins, Wendy Roussin, Emily Shaw, Darrell Sparks, Barry Stewart, Brad Trinkle, Jenny Turner, Jeff Winger, Chien Yu

Excused: Randy Campbell, Julie Jessop, Qingmin Meng, Cate Mocal-King, Suzanne Powney, Matthew Priddy

Guests: Lynda Moore, Nick Ramirez

Proxy: Carlen Hennington for Marian Swindell

The January 22, 2021 meeting was conducted using WebEx connective technology due to the coronavirus.

Franz called the meeting to order at 1:30 p.m. on Friday, January 22, 2021. The meeting was conducted using WebEx connective technology. Franz announced Perkins was nominated for UCCC Chair for 2021-2022. Hennington moved to accept the nomination. Roussin seconded the nomination. Perkins was elected the UCCC Chair for 2021-2022. Franz announced the Deans Council set guidelines for Campus 1 online courses. For Fall 2021, ninety percent of the classes will be Campus 1 with a face-to-face method of delivery. For a course to be offered Campus 1 online, the course must be approved for distance education (Campus 5). The Provost requested the UCCC set an additional meeting in March to review the distance education proposals that will be submitted. The meeting will be held on Friday, March 5, 2021 with a proposal deadline of February 19, 2021. Franz will poll UCCC members by email to determine their availability for the March 5, 2021 meeting date.

Howell moved to approve the modification and addition of distance education to ABE 4423/6423 Bioinstrumentation II. Trinkle seconded the motion. The subcommittee that reviewed the proposal observed: The catalog descriptions on the proposal and the syllabus do not match; in the syllabus, information needs to be included about how the labs are to be conducted online; contact hours should be included in the syllabus; the syllabus indicates attendance is mandatory and automatically recorded when students join WebEx, but in the distance learning questions on the proposal it indicates attendance cannot be verified, so this conflict should be resolved; the graduate work is not included in the syllabus, but on the proposal it indicates the graduate students can expect additional assignments, so the graduate work should be outlined in the syllabus and on the proposal; and online tests are open book whereas face to face tests are closed book, and UCCC members questioned if this is equitable. Roussin moved to table the proposal. Sparks seconded the motion. The motion to table was approved.

Howell moved to approve the addition of distance education to ABE 4833 Practices of Engineering Design. Dooley seconded the motion. The subcommittee that reviewed the proposal observed: the catalog description, distance learning information, and online attendance information should be included in the syllabus; contact hours should be included in the syllabus; attendance is a high percentage of the grade, so a justification for this high percentage needs to be made; and the syllabus needs to indicate how online students will participate in the group meetings. Stewart moved to table the proposal. Dooley seconded the motion. The motion to table was approved.

Howell moved to approve the addition of distance education to ADS 1132 Introduction to Horsemanship. Trinkle seconded the motion. The subcommittee that reviewed the proposal observed: the catalog description, distance learning information, and the online attendance information should also be included in the syllabus; the contact hours should be in the syllabus; and an A-F grading scale breakdown in addition to points earned should be included in the grading section. Stewart moved to pass the proposal contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the addition of distance education to ADS 4813/6813 Dairy Farm Management. Trinkle seconded the motion. The subcommittee that reviewed the proposal observed: distance learning information should be included in the syllabus; and online attendance guidelines should be included in the syllabus. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Sparks seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the modification and addition of distance education to ADS 4233/6233 Horse Management. Trinkle seconded the motion. The subcommittee that reviewed the proposal observed the graduate requirements need more explanation. The only graduate information included in the proposal is that the graduate students will conduct the horse breed project individually instead of in a group. Stewart moved to pass the proposal contingent upon the above concern being addressed. Dooley seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the addition of distance education to BIO 3103 Genetics I, GNS 3103 Genetics I, and PO 3103 Genetics I. Trinkle seconded the motion. The subcommittee that reviewed the proposals observed for catalog descriptions written as having two hours lecture and two hours laboratory, thirty (30) hours of lecture and thirty (30) hours of laboratory are needed which is not reflected in the submitted syllabi. Baldwin moved to pass the proposals contingent upon the above concerned being addressed. Sparks seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the addition of distance education to LA 1423 History of Landscape Architecture. Trinkle seconded the motion. The motion was approved.

Howell moved to approve the addition of distance education to PO 8011 Graduate Seminar in Poultry Science and PO 8111 Advanced Graduate Seminar in Poultry Science. Trinkle seconded the motion. The subcommittee that reviewed the proposals observed the syllabi indicate the class schedules with contact hours are attached, but there are no attachments. Dooley moved to pass the proposals contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Trinkle moved to approve the addition of BCS 3413 Graphic Construction Communication, the addition of BCS 3423 Materials and Methods, and the designation of the Meridian campus for both courses. Stewart seconded the motion. The subcommittee that reviewed the proposals observed in the syllabi under grading it indicates that late work will not be accepted and any late work submitted will receive a grade of zero. This statement does not sufficiently explain University policy. Under AOP 12.09 the policies for excused absences and make up work are outlined. A link to AOP 12.09 to explain this information would be helpful. Hennington moved to pass the proposals contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Trinkle moved to approve the addition of BCS 3433 Introduction to Estimating, the addition of BCS 3453 Construction Technology, and the addition of BCS 4433 Building Structural Systems, and the designation of the Meridian campus for the three courses. Stewart seconded the motion. The motion was approved.

Trinkle moved to approve the addition of BCS 3443 Construction Safety and Health and the designation of the Meridian campus for both courses. Stewart seconded the motion. The subcommittee that reviewed the proposal observed there is a policy for makeup exams under AOP 12.09 but not a makeup policy for assignments or projects, and under grading the total amount for quizzes does not equal 30% as indicated. Roussin moved to pass the proposal contingent upon the above concerns being addressed. David seconded the motion. The motion to pass contingent was approved.

Trinkle moved to approve the addition of BCS 4413 Introduction to Scheduling and the designation of the Meridian campus. Stewart seconded the motion. The subcommittee that reviewed the proposal observed: there is a policy for makeup exams under AOP 12.09 but not a makeup policy for assignments or projects, and in the syllabus the quizzes are not mentioned in the Assignment and Exam Content section on page three. Hennington moved to pass the proposal contingent upon the above concern being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Trinkle moved to approve the addition of BCS 4453 Construction Legalities and the designation of the Meridian Campus. Stewart seconded the motion. The motion was approved.

Trinkle moved to approve the addition of BCS 4423 Building Utility Systems, the addition of BCS 4443 Project Management, and the designation of the Meridian campus for both courses. Stewart seconded the motion. The subcommittee that reviewed the proposals observed in the syllabi there are policies for makeup exams under AOP 12.09 but not makeup policies for assignments or projects. Hennington moved to pass the proposals contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Perkins moved to approve the addition of AAS 3353 Race, Crime and Justice. Stewart seconded the motion. The motion was approved.

Perkins moved to approve the additions of AAS 4143/6143 Gender, Race, and Social Movements, GS 4143 Gender, Race, and Social Movements, and SO 4143/6143 Gender, Race, and Social Movements. Stewart seconded the motion. Stewart seconded the motion. The subcommittee that reviewed the proposals questioned why there were letters of support signed by the members of the Sociology Department Curriculum Committee, but the letters of support for the AAS and GS are only signed by the

directors. Trinkle moved to pass the proposals contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the addition of FLI 3113 Italy: Culture and Contexts. Stewart seconded the motion. The motion was approved.

Perkins moved to approve the addition of distance education to GR 4263/6263 Geography of the South and GR 8843 Advanced Mesoscale Meteorology. Stewart seconded the motion. The subcommittee that reviewed the proposals observed that on the proposals the answer to the question "Will the syllabus be revised?" should have been "yes." After the answer is corrected, the revised syllabi can be loaded. Hennington moved to pass the proposals contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Perkins moved to approve the modification of SLCE 4153 Mentoring Youths. Stewart seconded the motion. The subcommittee that reviewed the proposal observed that contact hours need to be added to the proposal syllabus. Hennington moved to pass the proposal contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the addition of distance education to BIS 1012 Introduction to Business Information Systems. Yu seconded the motion. The subcommittee that reviewed the proposal observed the syllabus indicates the professor reserves the right to change the course syllabus and the schedule. The syllabus should only be revised in extreme circumstances, so that information should be deleted from the syllabus. On the proposal, for the question "Will the syllabus be revised?" the answer should have been "Yes." Then the revised syllabus can be loaded. The catalog description in the syllabus and on the proposal do not match. The grading components for Campus 1 and Campus 5 are different. Under Word & Excel Projects the last sentence that indicates "Late assignments will not be accepted" should be revised to "Late assignment will not be accepted without an excused absence as outlined in AOP 12.09." Stewart moved to pass the proposal contingent upon the above concerns being addressed. Sparks seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the addition of distance education to MGT 4533 Advanced Human Resource Management. Yu seconded the motion. The motion was approved.

Roussin moved to approve the addition of MKT 4013/6013 Procurement and the addition of distance education to MKT 4013/6013. Yu seconded the motion. The subcommittee that reviewed the proposal was concerned that an 8000 level course is the prerequisite for a 6000 level course. The subcommittee felt an explanation was needed for that requirement. Stewart moved to pass the proposal contingent upon the above concern being addressed. Sparks seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the modification and addition of distance education to FO 3103 Computer Application in Forest Resources. Yu seconded the motion. The subcommittee that reviewed the proposal observed the course description should be included in the syllabus; on the proposal, for the question "Will the syllabus be revised?" the answer should have been yes, so the revised syllabus could be uploaded; and contact hours need to be added to the syllabus. Stewart moved to table the proposal. Dooley seconded the motion. The motion to table was approved.

Roussin moved to approve the addition of distance education to FO 4213/6213 Forest Biometrics. Yu seconded the motion. The subcommittee that reviewed the proposal made the following observations: on the proposal for the question "Will the syllabus be revised?" the answer should have been "Yes" so the revised syllabus could be uploaded; in the note in the table on the first page, it indicates the classes will be asynchronous, but then there is a list of times for the lectures, so this needs to be clarified; and the syllabus indicates the graduate students will have two midterm exams, so this needs to be clarified. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Dooley seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the addition of distance education to SBP 3133 Mechanics of Biomaterials. Dooley seconded the motion. The subcommittee that reviewed the proposal observed the lab contact hours need to be added to the course outline. There should be 45 lecture hours and 30 lab hours. Hennington moved to table the proposal. Dooley seconded the motion. The motion to table was approved.

Roussin moved to approve the modification and addition of distance education to SBP 8213 Advanced Wood Mechanics. Yu seconded the motion. The subcommittee that reviewed the proposal observed the contact hours need to be adjusted. Since this three credit hours course has two hours lecture and three hours lab, there needs to be 30 lecture hours and 45 lab hours for a total of 75 contact hours. Hennington moved to table the proposal. Dooley seconded the motion. The motion to table was approved.

Roussin moved to approve the addition of a BBA in Supply Chain Logistics. Yu seconded the motion. Members of the UCCC observed in the curriculum table the "Pre-Business Core" should be listed as the General Education Requirements like it is listed in the Marketing major program of study. The General Education Requirements should be followed by the college core, the upper business core (in alphabetic order), and then the major requirements. In the curriculum table, the ranges for the sciences and the ranges in the total hours should be removed. There was a question about how many students are included in the current concentration and if those students will stay in that concentration or transition over to the new major. Stewart moved to pass the proposal contingent upon the above concerns being addressed. Dooley seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the modification of PE 4873 Professional Classroom Management. Stewart seconded the motion. The subcommittee that reviewed the proposal observed the proposal states "[t]he face to face version will have more hands on approach to assist with the Watermark assignments." The subcommittee members question whether this would be a benefit to the Campus 1 students and a disadvantage to the Campus 5 students. The subcommittee members also questioned how the Campus 5 students would be provided Wiis and recommended more distance information be included in the syllabus for Campus 5 students. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Dooley seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the addition of distance education to SS 3603 Program Planning in Sport and Recreation. Stewart seconded the motion. The subcommittee that reviewed the proposal observed the syllabus states that "[s]tudents will need to understand how to use WebEx during the course of the semester in order to meet periodically on specific assignments." Subcommittee members asked if the meetings will be held in connection with the Analysis Assignments and the Tournament Schedule

Assignment. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the addition of distance education to SS 8823 Sport Sponsorships. Stewart seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus under Points for Activities, an Online Discussion (3 x 20 points) is worth 60 points of the final grade. Campus 1 students do not have Online Discussion opportunities. An equivalent grade opportunity is needed for Campus 1 students. Hennington moved to pass the proposal contingent upon the above concern being addressed. Dooley seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the addition of distance education to TECH 3213 Call Center Management. Stewart seconded the motion. The subcommittee that reviewed the proposal observed the syllabus states for Campus 1 students there will be demonstrations, hands-on activities, and simulations, but there are no apparent equivalent activities for Campus 5 students. Information about the equivalency for the Campus 5 students needs to be included in the syllabus. Hennington moved to pass the proposal contingent upon the above concern being addressed. Dooley seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the modification of the BSW in Social Work. Stewart seconded the motion. The motion was approved.

Carr moved to approve the addition of distance education for COE 4023/6023 Introduction to Counseling, COE 4353/6353 Assistive Technology in the Rehabilitation Process, COE 4713/6713 Issues in Aging, COE 8013 Counseling Skills Development, COE 8043 Group Techniques and Procedures, COE 8053 Practicum, COE 8303 Family Counseling Theory, COE 8623 Advanced and Ethical Issues in Counseling, COE 8633 Psychosocial Rehabilitation, COE 8703 Principles of Clinical Mental Health Counseling, COE 8730 Internship, COE 8740 Academic Year Field Experience Seminar II - Internship, COE 8773 Counseling the Chemically Dependent Client, COE 8783 Counseling the Chemically Dependent Family, and COE 8803 Crisis Response in Counseling. Stewart seconded the motion. The subcommittee that reviewed the proposals observed that for all of the proposals: the answers to the distance learning questions appear to be the same and do not match what is occurring in the courses; under "Description of Instruction," there is no mention of lectures for Campus 5 but under "Technology" and/or "Class Participation" lectures are mentioned, so this conflict needs to be resolved; under the exams description there needs to be more information about the Campus 5 exams (such as timed exams, use of Lockdown, etc.); if there are not many Campus 5 students, the UCCC members questioned how the blog discussion will be conducted and if Campus 1 and Campus 2 students will be required to participate in both live discussions in class and also in blog discussions; UCCC members asked how students will be assigned to groups and if there will be a mix of Campus 1, 2, and 5 students; and UCCC members questioned how Campus 5 students can be present in the class via WebEx and Zoom if they work during that time. For **COE 4023/6023**, UCCC members pointed out the "Interview with a Licensed Professional Counselor or a Marriage Family Therapist" assignment seems to have different outcomes between Campus 1 & 2 and Campus 5 and questioned if this creates an equivalency issue; the "Group Chapter Presentation" has different metrics between Campus 1 & 2 and Campus 5; Campus 5 students will anonymously evaluate peers and this will be taken into consideration when evaluating the groups grade but no such metric exists for Campus 1 & 2 students, so UCCC questioned if this creates an equivalency issue; and LPC and LMFT need to be defined in the syllabus. For **COE 4353/6353**, UCCC members asked what does "lack of

logging into the virtual class discussion on the assigned dates will result in lowering of the grade by 5 points per absence off of your final grade” mean and how does it apply to Campus 1 students; UCCC members pointed out there is no mention of virtual class discussion only blog discussions; UCCC members ask what does “extenuating circumstances may be considered by instructor (if found valid severe penalties will be assessed as appropriate)” mean and if the circumstances for missing a deadline/exam are found valid, the student will be punished; and UCCC members pointed out the text in the syllabus reads: “All exams will count for 80%, the video discussions will count for 10%, and the presentation will count for 10% of the final grade,” but this does not agree with the Course Grading Table. For **COE 4713/6713**, the only concerns were those expressed for all COE proposals mentioned above. For **COE 8013**, UCCC members pointed out that under Case Staffing/Class Presentation - Campus 1 & 2 will do this in class and the Case presentation will be discussed in class, but there is no mention how Campus 5 students will complete these requirements. For **COE 8043**, under Guidelines for Theory Presentation and Activity - Campus 1 & 2 students will “prepare a brief handout for the class, summarizing the key points and the activity” suggesting that this will involve the class. It will be done, so that class members can “get into character.” Campus 5 students will take part in this activity by WebEx or Zoom, but there is no mention of who will attend and participate in the activity, and if Campus 1 & 2 students will be required to WebEx or Zoom with the Campus 5 students at a time that the Campus 5 student is available. For **COE 8053**, the only concerns were those expressed for all COE proposals mentioned above. For **COE 8303**, under Contemporary Family Issues /Family Theory Presentation the students will be assigned to groups and UCCC members asked if there will this be a mix of Campus 1 & 2 students and Campus 5 students; and for the Family-Cinema-therapy Clinical Case Presentation the Campus 1 & 2 students will present in class and Campus 5 students will present via WebEx, but UCCC members questioned what will happened if the Campus 5 students work during the period of Campus 1 & 2 class meetings. For **COE 8623** and **COE 8633**, the only concerns were those expressed for all COE proposals mentioned above. For **COE 8703**, Agency/Program Critique- Campus 5 students will present to the class via WebEx or Zoom, but UCCC members questioned what will happen if the Campus 5 students work during the period of Campus 1 & 2 class meetings; and under the Advocacy Presentation (Groups) the students will be assigned to groups, but how will Campus 5 students be accommodated if they are working. For **COE 8730, COE 8740, COE 8773, and COE 8783**, the only concerns were those expressed for all COE proposals mentioned above. For **COE 8803**, UCCC members questioned how the Crisis Agency Visit and Interview Response Report presentations be handled for distance students; for the Role-Play - Critical Incident De-Briefing if the Campus 5 students work during the period of Campus 1 & 2 class meetings how will the scheduling conflict be handled; for the Evaluation of Crisis Plans/Programs, UCCC members asked if this be a mix of Campus 1 & 2 and Campus 5 students and how will Campus 5 students’ work schedule be accommodated; and for the Signature Assignment- Case Study-Final Exam: (20 points) this final exam, students assess and treat the client (RITA) by providing responses the questions below, but there are no questions below. Roussin moved to pass COE 4713, COE 8633, COE 8730, COE 8740, COE 8773, and 8783 contingent upon the above concerns being addressed. Hennington seconded the motion. The motion to pass contingent was approved. Stewart moved to table COE 4023/6023, COE 4353/6353, COE 8013, COE 8043, COE 8053, COE 8303, COE 8623, COE 8703, and COE 8803. Roussin seconded the motion. The motion to table was approved.

Roussin moved to approve the minutes from the December 4, 2020 meeting Hennington seconded the motion. The minutes were approved.

Yu moved to adjourn. Stewart seconded the motion. The motion to adjourn was approved. The meeting was adjourned at 3:10 p.m.