

**University Committee on Courses and Curricula**  
**Mississippi State University**  
**April 21, 2021**

Members

Present: Brian Baldwin, Randy Campbell, Padmanava Dash, Brian Davis, Kathy Dooley, Nathan Drake, Dana Franz, Kennedy Guest, Trey Howell, Julie Jessop, Caroline Kobia, Pat Mattes, Qingmin Meng, Tommy Parker, Andy Perkins, Suzanne Powney, Matthew Priddy, Wendy Roussin, Emily Shaw, Darrell Sparks, Barry Stewart, Brad Trinkle, Jenny Turner, Jeff Winger, Chien Yu

Excused: Ann Bales, Russell Carr, Tyler Dickerson, Cate Mocal-King, Rob Moore, Emily Owen, Ira Parson

Guests: Kiley Forsythe, Lynda Moore, Peter Ryan

Proxies: Ed Dechert for Tracey Baham, Carlen Hennington for Marian Swindell

**The April 21, 2021 meeting was conducted using WebEx connective technology due to the coronavirus.**

Franz called the meeting to order at 9:00 a.m. on Wednesday, April 21, 2021. The meeting was conducted using WebEx connective technology. Franz announced the UCCC elections were conducted by the Faculty Senate this year. Franz thanked the members that are rolling off the committee for their service. Franz announced the by-law revisions mentioned in the email sent to all UCCC members will be addressed during the next academic year since the committee members were not notified in time to vote on them at the April 21, 2021 meeting. Shaw suggested that “academic year” should be substituted for “school year” in the bylaws. Perkins thanked Franz for her service and presented her with a gift from UCCC members.

Dr. Peter Ryan, Executive Vice Provost and Dean of the Graduate School, thanked the UCCC members for their service during the pandemic. Dr. Ryan stated the curriculum work is important to Mississippi State, and the extra meeting to address distance education proposals was appreciated.

Franz announced the course proposals for ECE 3141, ECE 3143, ECE 3153, ECE 3244, ECE 3253, ECE 4512, ECE 4522, and ECE 4724/6724 were withdrawn from this agenda and will not be considered at the meeting.

Franz announced the program proposal to modify the BS in Special Education was withdrawn and will not be considered at the meeting.

Perkins moved to approve the additions, inclusion of distance education, and the Meridian designation for PLA 2220 and PLA 3220. Meng seconded the motion. There were questions about whether prior learning credit can be awarded by this method. The proposal initiator and the Office of Institutional Research and Effectiveness will check on this issue and inform the chair about the status. Dooley moved

to pass the proposals contingent upon the above issue being resolved. Powney seconded the motion. The motion to pass contingent was approved.

Perkins moved to approve the modification and addition of distance education for ABE 4163/6163, ABE 4263/6263, and ABE 4473/6473, and the addition of distance education to ABE 4383/6383. Meng seconded the motion. The subcommittee that reviewed the proposals observed for ABE 4163/6163 the catalog description outlined in the proposal should also be included in the syllabus. Then additional information can be included beneath the catalog description. The course is two hours lecture and two hours laboratory. Information about the laboratory and contact hours for the laboratory need to be included in the syllabus. Since the course is a 3 credit hours course with two hours lecture and two hours lab, 30 contact hours are needed for the lecture, and 30 contact hours are needed for the laboratory. If distance approval is being requested for the 4000 level of the course the justification and description of the online component for the 4000 level should be included in the undergraduate section. For ABE 4263/6263 it is not clear if the initiator is seeking distance approval for the 4000 level of the course. If distance approval is being requested for the 4000 level of the course the justification and description of the online component for the 4000 level should be included in the undergraduate section. For ABE 4383/6383, if distance approval is being requested for the 4000 level of the course the justification and description of the online component for the 4000 level should be included in the undergraduate section. The syllabus does not include information about graduate student assignments, although that information is on the course proposal. For ABE 4473/6473, the course is two hours lecture and two hours laboratory. Information about the laboratory and contact hours for the laboratory need to be included in the syllabus. Thirty contact hours are needed for the lecture, and thirty contact hours are needed for the laboratory. If distance approval is being requested for the 4000 level of the course the justification and description of the online component for the 4000 level should be included in the undergraduate section. Dooley moved to pass the proposals contingent upon the above issues being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Perkins moved to approve the modification of CFR 1001. Meng seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Perkins moved to approve the modification and inclusion of distance education for FO 4123/6123. The subcommittee that reviewed the proposal observed in the distance learning questions it is mentioned that the online version of the course will not include the laboratory. The way the course has been modified, the laboratory has also been removed from the face to face version of the course. The UCCC members wanted to be sure the proposal initiator understood that. In the excused absences section of the syllabus, it indicates the student must contact the faculty member within two (2) days of missing the assignment. With an excused absence it is not always possible for the student to contact the faculty member within two (2) days of missing the assignment. This statement needs to be adjusted, so it complies with AOP 12.09. Dooley moved to pass the proposal contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Perkins moved to approve the modification and inclusion of distance education for ADS 4333/6333. Meng seconded the motion. The subcommittee that reviewed the proposal observed the current syllabus is not attached to the proposal. In answering the distance education question regarding the difference between the face to face and distance sections of the course, the differences should be noted between the two delivery modes in general, regardless of whether one of the sections is offered during

the semester. Dooley moved to pass the proposal contingent upon the above concerns being addressed. Powney seconded the motion. The motion was approved.

Perkins moved to approve the modification and inclusion of distance education for the minor in Environment and Sustainability and the certificate in Environment and Sustainability. Meng seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Perkins moved to approve the modification of the MAG in Agriculture/Animal and Dairy. Meng seconded the motion. UCCC members observed the italicization of “with a concentration in Animal and Dairy Sciences” in the Catalog Description on page 3 of the pdf. should be removed. That information needs to stay in the catalog description. On page 6 of the pdf, “MAG Non-thesis” in the proposed curriculum outline should be bolded. On page 6 of the pdf, under “Graduate Seminar (ADS 8111 is suggested course)” it should indicate that course will be taken two times. On page 6 of the pdf, under “Directed Individual Study” it should be indicated that it will be an ADS 7000. Dooley moved to pass the proposal contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Perkins moved to approve the modification of the MS in Agriculture/Animal Science. Meng seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Perkins moved to approve the modification and inclusion of distance education for the MS in Agriculture/Engineering Technology. Meng seconded the motion. UCCC members observed that ideally the Campus 1 and Campus 5 program proposals should match or be similar. The proposed Campus 5 program is not similar to the Campus 1 program. In the description of the Campus 5 program, it indicates 15 hours of coursework must be taken at the 8000 level, but in the proposed curriculum outline it indicates 11 hours of course work must be taken at the 8000 level. UCCC members suggested the proposal initiator meet with Dr. Dana Franz, UCCC Chair, to discuss equivalency issues and possible solutions. Dooley moved to table the proposal. Priddy seconded the motion. The motion to table was approved.

Roussin moved to approve the addition of distance education to FDM 4583/6583 and PSS 1313. Davis seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Roussin moved to approve the addition of distance education to AELC 3333, FDM 3573, and FNH 8273. Davis seconded the motion. The subcommittee that reviewed the proposals observed for AELC 3333, the pandemic statements should be added back into the syllabus. For FDM 3573 additional information needs to be added to the answers to the Distance Learning Questions. For PSS 1313, the pandemic statements should be added back into the syllabus. Dooley moved to pass the proposals contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the addition and inclusion of distance education for AELC 3423, AELC 8833, AELC 8853, and AELC 9103, and the modification and inclusion of distance education for AELC 8693. Davis seconded the motion. The subcommittee that reviewed the proposals observed for AELC 3423,

the pandemic statements should be added back into the syllabus. For AELC 8693, AELC 8833, and AELC 8853, and AELC 9103 the pandemic statements should be added back into the syllabi, and the revised syllabi need to include Campus 1 and Campus 5 information. Dooley moved to pass the proposals contingent upon the above concerns being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the addition of BCH 8663 and the addition and inclusion of distance education for FNH 3123. Davis seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Roussin moved to approve the addition and inclusion of distance education for PO 8043. Davis seconded the motion. The subcommittee that reviewed the proposal observed in the grading scale class attendance is worth almost 22 percent, but there is not a justification. Dooley moved to pass the proposal contingent upon the above concern being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the modifications of the PhD in Agricultural Science/Agricultural and Extension Education; the MS in Agricultural Extension Education/Community and Extension Education, Teaching and Learning, and Teacher Licensure; and the BS in Agricultural Education, Leadership, and Communication/Agricultural Education, Agricultural Leadership, and Agricultural Communication. Davis seconded the motion. For the **PhD**, the subcommittee that reviewed the proposal observed under Major Courses, “30-36 hours” on the left side of the curriculum outline should have been italicized and “9 hours” on the right side should have been bolded. AELC 8683 should be revised to AELC 8693 on the right side. Under Statistics, Research and Evaluation Required Courses, “Statistics, Research and Evaluation Required Courses” and “16 hours” on the left side should be italicized and “Research, Evaluation, and Statistics” and “21 hours” on the right side should be bolded. All of the courses on the left side in which the prefixes were revised or the courses are being deleted should be italicized. On the right side of the curriculum table “15 hours” and “6 hours” should be bolded. For the **MS**, UCCC members thought the concentration names of “Teaching and Learning” and “Teacher Licensure” were so similar that they would be confusing from a recruiting and admissions standpoint. In the first paragraph of the catalog description, the sentence that begins with “[a]ll students must either . . .” should be a separate paragraph, so the information is easier to read. In the current second paragraph of the catalog description, a word appears to be missing in the sentence “[t]he remaining courses (6 hours) . . . may be a combination of approved **electives courses** being used . . .” In the curriculum outline italicize “Leadership Concentration” as the first concentration under the current outline, italicize “or AELC 8263 – Public Relations in AEE” under the current outline, italicize “or AELC 8803 - Applying Research Methods to AEE” under the current outline, on the current outline side italicize all of the course hours in which the course name is italicized, on the proposed outline side bold all of the course hours in which the course name is bolded, under the total hours for each concentration italicize the current hours and bold the proposed hours, and under the current curriculum for the Leadership Concentration the “9 hours electives” wording states “including a required statistics course.” Add that wording under the current outline on the left side. For the **BS**, in the degree modification outline form, in the first cell, add an “s” to “Communication” on both sides of the outline. Under the English section of Gen Ed Course, insert and italicize “EN 1103 or EN 1163” and “EN 1113 or EN 1173” on the left side; and on the right side of the outline bold “EN 1103 or 1104” and “EN 1113 or 1173.” Under Natural Sciences, on the left and right sides of the outline list BIO 1134 Biology I, BIO 1144 Biology II or PSS 1313

Plant Science. Under Fine Arts, please place "Select from Gen Ed Courses" on both sides of the curriculum outline. Under Math add and bold MA 1103, so the cell reads MA 1313 or **MA 1103**, MA 1323 or MA/ST 2113. Under Humanities, place "Select from Gen Ed Courses" on both sides of the curriculum outline. Under Major Core Courses, italicize the "30" on the left had side and bold the "31" on the right side. Under Restricted Animal Science Elective, any time a student chooses a two hours course, the student will be one hour short. The UCCC members asked how this deficit will be made up. Under the proposed outline, the UCCC members asked why the wording "Minimum 6" was being added to the beginning of the sentence concerning electives near the bottom of each concentration. Dooley moved to pass the proposals contingent upon the above concerns being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

Dooley moved to approve the addition of distance education for CRM 3313. Trinkle seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Dooley moved to approve the addition of distance education for BIO 3004, BIO 4514/6514, CH 4523/6523, CH 4911/6911, CH 8101, FLL 1113, and FLL 1123. Trinkle seconded the motion. The subcommittee that reviewed the proposals observed for BIO 3004 since the online version will be asynchronous that should be stated early in the syllabus. For BIO 4514 the signatures are not showing on the letter of support. In the course description on the syllabus, it indicates the laboratory will be three hours, and then in the next sentence it indicates the laboratory will be two hours. The course description on the proposal indicates there are three laboratory hours. UCCC members felt an essay of three pages that is only 10% of the grade is not an adequate graduate component. For CH 4523/6523 the course description should be included on the syllabus. In the Exam section of the syllabus, it indicates only one excused absence is permitted. This is not in compliance with AOP 12.09. How distance students take their exams needs to be clarified. For CH 4911/6911 the syllabus indicates the projects are worth 50 percent of the grade but does not explain how the projects will be graded. For CH 8101 under quizzes, exams and grading the total number of points available need to be corrected. UCCC members suggested the word "Participation" be deleted from the grading module, so the title is "Summaries and Class Involvement." Normally participation is not over 50% of the grade, and the title of "Summaries and Class Involvement" better describes what is being evaluated. For FLL 1113 UCCC members questioned if Campus 5 students will have access to all of the videotaped lectures and besides Honorlock what technology is needed for Campus 5 students. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Franz announced BIO 4243/6243 will be considered when the cross listed course is submitted and on the agenda.

Dooley moved to approve the additions and inclusion of distance education for CO 8353 and CO 8393. Trinkle seconded the motion. The subcommittee that reviewed the proposals questioned for both proposals that since the online course will be taught synchronously on WebEx if Campus 5 students will be able to watch at the taped versions of the class if they have a conflict with the class time. UCCC members also questioned how Campus 5 students will discuss their ideas for the research paper with the class and how Campus 5 students present their research papers. For CO 8353 UCCC member questioned for the discussion leader assignment if the Campus 1 and Campus 5 students will interact.

Priddy moved to pass the proposals contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Dooley moved to approve the addition of EN 4133/6133, GS 4133/6133, and SO 4133/6133. Trinkle seconded the motion. The subcommittee that reviewed the proposals observed there is not an attendance policy for the graduate students and the student support services website link does not work. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Dooley moved to approve the modification and addition of distance of distance education to FLF 8103 and the addition of FLR 3153. Trinkle seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Dooley moved to approve the addition of GA 8103. Trinkle seconded the motion. The subcommittee that reviewed the proposal observed in the Course Outline the contact hours for Supervised/Mentored in Classroom Teaching unit should be in blocks of three hours or less. Priddy moved to pass the proposal contingent upon the above concern being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Dooley moved to approve the addition of GS 1303 and SO 1303. Trinkle seconded the motion. The subcommittee that reviewed the proposals observed the catalog descriptions indicate the incorrect cross listings. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Dooley moved to approve the addition and inclusion of distance education for GS 3343. Trinkle seconded the motion. The subcommittee that reviewed the proposal observed Campus 5 students have more testing requirements than Campus 1 students and questioned if that is equitable. The syllabus does not make it clear how Campus 5 students complete the quizzes and examinations and how a timeline for exams and quizzes will be enforced. UCCC members questioned if it is equitable for Campus 1 students to prepare group presentations/projects and Campus 5 students prepare individual projects. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the additions and inclusion of distance education for MA 2924 and MA 4150/6150. Baldwin seconded the motion. The subcommittee that reviewed the proposals observed for MA 2924 the syllabus states that "late homework assignments may be accepted with a penalty of 15-20% reduction per week." It should be clarified that this is for unexcused absences only and that excused absences will not be penalized. The syllabus indicates that "[w]hen the average performance of students is lower than a certain level, a curve will be given at the end of the class. The curve may vary student-by-student, depending on the homework and quizzes score of the individual student." The UCCC felt having a differential curve between students is problematic. The UCCC suggested the syllabus should clearly state how the curve would differ based on the homework/quizzes scores. For MA 4150/6150 the syllabus states "late homework assignments may be accepted with a penalty of 15-20% reduction per week." The syllabus should state that this is for unexcused absences only and that excused absences will not be penalized. A group project is required, so more information on how the online students will work on a group project and how they will give the presentation should be included

in the syllabus. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the addition of distance education for MA 4573/6573 and MA 8253. Baldwin seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Campbell moved to approve the addition of distance education to MA 3513 and MA 8323. Baldwin seconded the motion. The subcommittee that reviewed the proposals observed for MA 3513 and MA 8323 grading scales need to be included in the syllabus. Grade weights are given but there is no scale for A,B, C, D or F. The syllabi indicate the syllabi may be amended as deemed necessary by the instructor. That statement needs clarification. Dates and topics may be amended, but items such as grading scales and grade weights cannot be amended once the course has begun. For MA 8323 only, Exam 1 is listed in the schedule twice. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the modification and addition of distance education to MA 8273. Baldwin seconded the motion. The subcommittee that reviewed the proposal observed the syllabus does not specifically state how online students will take exams. In the syllabus it states that makeup tests will only be given under special circumstances and failure to notify the instructor after 2 days of the exam date will result in zero on the exam. This statement needs clarification with a reference to AOP 12.09 that explains excused absences. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the modifications of MS 1112, MS 1122, MS 2113, MS 2123, MS 3114, and MS 3124. Baldwin seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Campbell moved to approve the modifications of MS 4114/6114 and MS 4124/6124. Baldwin seconded the motion. The subcommittee that reviewed the proposals observed in the course proposals it indicates the graduate students will write and submit a paper, but this information is not included in the syllabi. The graduate student requirements should be included in the syllabi. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the modification of the minor in African American Studies. Baldwin seconded the motion. The subcommittee that reviewed the proposal observed on the left side of the curriculum table for current outline, all information that is being deleted or revised should be italicized. On the right side of the curriculum table for the proposed outline, all new information should be bolded. In the right side of the curriculum table for the proposed outline, it may be helpful to define the elective the same way it was defined in the catalog description. That way the students will not think it is a free elective. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the modification of the minor in Organizational Leader Development. Baldwin seconded the motion. The subcommittee that reviewed the proposal observed in the current

program of study for the minor “MS 3376 Advanced Leadership Course (summer training) 6 hours” is included below the outline of the requirements of the minor. This course needs to be addressed in the curriculum outline. Priddy moved to pass the proposal contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the addition of distance education to PS 4303/6303, PS 4343/6343, PS 4363/6363, PS 4373/6373, and PS 4383/6383. Yu seconded the motion. The subcommittee that reviewed the proposals observed for PS 4303/6303 in answering the Distance Learning Questions in the proposal, one answer states the instructor will communicate with individual students through face-to-face/live streamed course time. However the syllabus describes the online version as being asynchronous online. The syllabus also mentions students actively participating in debates during class. There needs to be a clarification about whether the class is synchronous or asynchronous. For PS 4343/6343 the point total for the graduate students is less (1000) than for undergraduate students (1150). UCCC members questioned if this difference was intentional. The syllabus states that graduate students are not required to complete the group paper, presentation, or debate, but it also appears they are not required to complete the syllabus quiz, video introduction, as well as other differences, so this needs to be clarified. For PS 43363/6363 under Methods of Evaluation and Standards of Achievement on the right sides of the tables, it says “Points OR Percentage of Final Grade.” Percentages of Final Grade or not provided. The course name on the revised syllabus and on the course proposal do not match. One title ends with “Society” and one ends with “Nation.” The revised syllabus does not include PS 1313 as a prerequisite. On page 8 of the face to face syllabus there is a section titled Information for Distance Education Students that indicates this is an asynchronous online course, so this section needs to be deleted. For PS 4373/6373 in the syllabus it states that graduate students are not required to complete the group paper, presentation, or debate, but in the revised syllabus all of the assignments are listed except the debate, so this needs to be clarified. The total number of points available to the graduate students should be listed. For PS 4383/6383 under Methods of Evaluation and Standards of Achievement on the right sides of the tables, the syllabus indicates “Points OR Percentage of Final Grade.” The Percentages of Final Grade are not provided. Howell moved to pass the proposals contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the addition of PSY 8643, the addition of PSY 8663, and the modification of PSY 8773. Yu seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Sparks moved to approve the additions of PSY 8623, and PSY 8673; and the modifications of PSY 8743, PSY 8753, and PSY 8763. Yu seconded the motion. The subcommittee that reviewed the proposals observed for PSY 8623 under the method of instruction lecture/lab is selected, but a lab is not mentioned in the syllabus. The UCCC requested the learning outcomes be listed in bullets or numbered to make them easier to read. The UCCC also noted the learning outcomes are more like learning objectives. For PSY 8673 at the topic of the syllabus, “Topic: Formal Process Models in Cognitive Science” is listed. UCCC members asked if this is a subtopic for the class. The learning objective statements in the syllabus should be clearly stated. The grading scale needs to be reviewed. For PSY 8743, the course name on the syllabus and the course name on the proposal do not match. The contact hours should be under the topics covered. A grade of “D” is excluded from the grading scale. For PSY 8753 the contact hours should be under the topics covered. List all of the methods of evaluation in one

area of the syllabus in addition to the long descriptions for each area of evaluation. For PSY 8763 a grade of "D" was excluded from the grading scale. Howell 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 distance education to ST 8253. Kobia 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 ST 4213/6213, the addition and inclusion of distance education for ST 8080, the modification and addition of distance education to ST 8913, and the addition and inclusion of distance education for ST 8923. Kobia seconded the motion. For ST 4213/6213 the subcommittee that reviewed the proposals observed that the current and revised syllabi need to be loaded in the proposal. It is not clear if distance education is being added to the undergraduate and graduate levels of the course. In the syllabus, the student support services link is not working. For ST 8080 in the proposal it is not clear how many hours are spent on the project to receive each hour of credit. A course outline is also needed for this proposal. For 8913 in the syllabus the initiator should remove the references to Skype since that program is not supported by MSU. The student support services website link does not work. For ST 8912 the subcommittee questioned if University policy supports the guideline that a student can be dropped from a class for more than 3 unexcused absences. Howell 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 education to BIS 1523 and BIS 2523. Kobia seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Stewart moved to approve the addition and inclusion of distance education for MGT 3713. Kobia 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 ACC 3203, BIS 4113/6113, and BIS 4513/6513. Kobia seconded the motion. The subcommittee that reviewed the proposals observed for ACC 3203 that the method of delivery is hybrid, so there needs to be clear delivery options for Campus 5 and Campus 5. For BIS 4113/6113 the Student Support Service link should be updated, and the graduate student information needs to be added to the revised syllabus. For BIS 4513/6513 in Course Modification section of the CIM proposal, BIS 2523 is mentioned instead of BIS 4513/6513. The Student Support Service link should be updated. Howell 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 BACC in Accounting. Kobia seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Priddy moved to approve the addition of distance education to COE 4023/6023, COE 4353/6353, COE 8013, COE 8043, COE 8053, COE 8303, COE 8623, and COE 8703. Powney seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Priddy moved to approve the addition and inclusion of distance education for EDA 8483, EDA 8493, EDA 8563, EDA 8623, EDA 8633, and EDA 8643. Powney seconded the motion. The subcommittee that

reviewed the proposals observed there are two attendance policies in each syllabus. Those policies should be consolidated to one. UCCC members also questioned if there should be defined prerequisites since these are upper level classes. For EDA 8493 in the syllabus it is not clear how the students will make their final presentation for the courses. For EDA 8633 UCCC members questioned if Capstone 1 should be prerequisite for Capstone 2. For EDA 8643 UCCC members questioned if Capstone 2 should be a prerequisite for Capstone 3. For EDA 8733 the syllabus does not explain how the distance students will take tests or participate in labs. The catalog descriptions on the proposal and in the syllabus do not match. For EDA 9473 the syllabus needs to explain what a live blog post is. AOP 12.09 should be cited in the syllabus to define the valid reason for excused absences. Hennington moved to pass the proposals contingent upon the above concerns being addressed. Baldwin seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the modifications and addition of distance learning to EDE 8763 and EDF 9473. Powney seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Priddy moved to approve the addition of distance learning to EDE 8733 and EDL 8313. Powney seconded the motion. The subcommittee that reviewed the proposals observed for EDE 8733 the syllabus needs to include information about how distance student take tests and participate in labs. The catalog descriptions on the proposal and in the syllabus do not match. There are two attendance policies in the syllabus, so they need to be consolidated. For EDL 8313 there are two attendance policies in the syllabus, so they need to be consolidated. Hennington moved to pass the proposals contingent upon the above concerns being addressed. Baldwin seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the modification of the BS in Elementary Education/Early Childhood and Middle School. Powney seconded the motion. UCCC members observed on page two of the curriculum outline, on the proposed side of the table in the English area, EN 1173 should be moved below EN 1113, and determine if EN 1104 should be added to this list. On page two of the curriculum outline, on the proposed side of the table in the Mathematics area, determine if MA 1103 should be added to this list. On page two of the curriculum outline, the proposed side of the table under Additional Core needs revision. On page four of the curriculum outline, on the current side of the table at Major Core Courses, italicize 61. On page four of the curriculum outline, on the proposed side of the table at Major Core Courses, place 58 in bold. On page four of the curriculum outline, on the left side of the table (current outline) italicize EDE 3223 because it is in the concentration. Remove it from the right side of the table. There is confusion about what the hours should be in the Middle School Concentration area. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the modification of the Ed.D. in Educational Leadership. Powney seconded the motion. UCCC members asked that the formatting be made compliant to UCCC standards. The motion was approved.

Hoewl moved to approve the addition of distance education for

Howell moved to approve the addition of distance education to EP 2013, EP 3643, and EP 4143. Jessop seconded the motion. The subcommittee that reviewed the proposals observed for EP 2013 there are

two attendance policies in the syllabus, so they need to be combined. On page 5 of the syllabus a word is missing from the statement on Campus 5 students. The proposal indicates that online “students will be able to engage with each other via discussion boards,” but in the syllabus there is no mention of these discussion boards or methods to encourage their use. A grading scale is not included in the syllabus. For EP 3643 under soft tissues including muscles, tendons, ligaments, etc. (6 hours), break down the 6 contact hours into smaller increments of 3 or less. The proposal indicates that online students will be able to engage with each other through Canvas, but in the syllabus there is no mention of these discussion boards or methods to encourage interaction. For EP 4143 on page 8 of the syllabus, it indicates the syllabus is subject to change. The schedule can be changed, but the syllabus is not subject to change except under extreme circumstances, so the statement needs to be reworded. On pages 5 and 6 of the syllabus, it indicates that if a student will be absent the student must inform the instructor prior to the class period and provide documentation. Some excused absences under AOP 12.09 may not happen in a way that students can inform the instructor ahead of time. If a student has a university approved excuse, a comparable make up opportunity must be provided, so this statement needs clarification. The two attendance policies need to be combined. On page 4 of the syllabus regarding make up quizzes, a reference to AOP 12.09 for valid excuses should be provided. Dooley moved to pass the proposals contingent upon the above concerns being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the addition and inclusion of distance education for EDS 4503/6503, EDS 4513/6513, EDS 4523/6523, and EDS 4533/6533. Jessop seconded the motion. The subcommittee that reviewed the proposals observed that all of the syllabi submitted need more information about how the Campus 5 students will interact with each other and how the Campus 5 students will interact with their instructors, the two attendance policies need to be combined, both Campus 1 and Campus 5 students should be subject to plagiarism review, and the grading scale needs to be reviewed. For EDS 4513/6513 on page 3 of the syllabus replace the text placeholder for Campus 5 about academic integrity. Dooley moved to pass the proposals contingent upon the above concerns being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the addition of distance education to EP 4133, EP 4183, and EP 4603. Jessop seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Howell moved to approve the addition and inclusion of distance education for EPY 8390. Jessop seconded the motion. The subcommittee that reviewed the proposal observed in the catalog description in the syllabus it indicates the course is a three credit hours course. The course outline in the syllabus also indicates it is a three hours course with 45 contact hours. The field component section of the syllabus indicates a course credit will be given for each 100 hours of field experience. Under AOP 12.12, fifty (50) hours of field experience is required for a course credit, so UCCC members questioned why 100 hours are being required. Dooley moved to pass the proposal contingent upon the above concerns being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the addition, inclusion of distance education, and designation as General Education for MU 2173. Jessop seconded the motion. The subcommittee that reviewed the proposal observed it is not clear in the syllabus if the Campus 5 students have a final project. On page 7 of the syllabus it states that students who accumulate more than three unexcused absences will have their

final course grade lowered by one grade level. UCCC members questioned how this is justified since is not part of the evaluation. On page 7 of the syllabus it states there will be 5 exams, but in the evaluation components quizzes are listed, so this needs to be clarified. Dooley moved to pass the proposal contingent upon the above concerns being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the modification and inclusion of distance education for MUE 4873. Jessop seconded the motion. The subcommittee that reviewed the proposal observed on page 4 of the syllabus, the Campus 5 students are told their work will be submitted for plagiarism review, but Campus 1 students are not mention. The syllabus is not clear if the technology requirements for Campus 1 students apply to the Campus 5 students. The two attendance policies need to be combined. On page 6 of the syllabus, it would be good to have the Student Activities directly map into the Student Activities/Assessment. It is not clear which activities fall into a particular assessment category. On page 7 of the syllabus, AOP 12.09 should be cited to explain what are excused absences and how they are treated. University excused absences must be excused upon receipt of proper documentation. On page 7 of the syllabus, it should be outlined how attendance will be taken for Campus 5 students who will be joining the seminar via WebEx. Dooley moved to pass the proposal contingent upon the above concerns being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

Mocal-King moved to approve the addition of distance education to SS 2003, SS 3203, SS 3603, SS 4103, SS 4203, SS 4303/6303, SS 4803, and SS 8833. Dash seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Mocal-King moved to approve the addition of distance education to PE 1253 and PE 3153. Dash seconded the motion. The subcommittee that reviewed the proposals observed for PE 1253, the proposal did not indicate that distance education was being requested, so the distance education questions were not activated and therefore not answered. The number of contact hours for the lecture and lab need to be adjusted, the activities for Campus 1 and Campus 5 need to be equitable, and the two attendance policies need to be combined. For PE 3153 the revised syllabus on the proposal would not load, so the revised syllabus could not be reviewed. Perkins moved to table the proposals. Roussin seconded the motion. The motion to table was approved.

Moca-King moved to approve the addition of distance education to PE 1000, PE 1091, PE 1243, PE 1263, PE 1323, PE 3033, PE 3533, PE 4283, PE 4853, PE 4883, and SS 4396. Dash seconded the motion. For PE 1000 more information is needed in the syllabus about how the online component of the course will be achieved. Some of the information is included in the answers to the Online/Distance Learning Questions. For PE 1091 the syllabus mentions taking points off for attendance, but attendance is not mentioned under the Points for Activities. From the syllabus it is not clear if Campus 1 and Campus 5 students both have their work submitted for plagiarism. The syllabus also does not explain how Campus 1 and Campus 5 students will take their quizzes, submit their written assignments, and participate in discussion boards. For PE 1243 this course is a lecture course, but in the description of instruction lab hours are mentioned. Combine the two attendance policies into one. The syllabus mentions that 5 points will be deducted for each absence after two absences but does indicate if those points come out of the participation grade. In the syllabus under attendance it indicates that prior notification of absence is required. Some excused absences may occur in a way that students cannot inform the instructor ahead of time, so that statement needs clarification. For PE 1263 the course is currently a

two hours lecture (30 contact hours) and two hours lab (30 contact hours) which equals a three hours credit course. The proposal seeks to revise the course to a one hour lecture (15 contact hours) and a two hours lab (30 contact hours) which would equal a two hours credit course. The course can be modified to be only two hours credit or additional contact hours can be added to equal enough hours for a three credit hours course. Grading scale percentages with a point system indicated and instructions for the lab section of the course need to be added to the syllabus. For PE 1323 grading scale percentages with the point system indicated should be added to the syllabus. For PE 3033 and PE 3533 the grading scale needs to include two digits after the decimal point and the two attendance policies should be combined. For PE 4283, PE 4853, and PE 4883, the grading scale needs to include two digits after the decimal point. Dooley moved to pass the proposals contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Winger moved to approve the addition of distance education to CHE 3203, CHE 3213, CHE 4113/6113, and CHE 4423/6423. R. Moore seconded the motion. The subcommittee that reviewed the proposals observed the proposals were created using templates, so the proposals are not particularized for each course. The proposals and syllabi do not indicate if the courses are synchronous or asynchronous. The attendance policies are not clear, and the grading system needs to be clarified. The syllabus needs to explain how the online exams will be administered and the contact hours should be reviewed. Davis moved to pass the proposals contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Winger moved to approve the addition of distance education to EM 3413 and ME 4443/6443. R. Moore seconded the motion. The subcommittee that reviewed the proposals observed for EM 3413 the contact hours need to equal 45 for the three hours credit lecture. UCCC members questioned if Campus 1 students will be able to rewatch the recorded video lectures since the recorded lectures are able to rewatch the lectures. The syllabus should explain how the online exams will be administered. For ME 4443/6443 the graduate student requirements do not appear quantifiable, there are only 38 contact hours listed for the three hours credit lecture, it is not clear whether the course is synchronous or asynchronous, since Mathcad is required for submission of all assignments should the syllabus reflect that a good working knowledge of Mathcad is required, and the syllabus indicates Honorlock is required but there is no discussion of how Honorlock will be used. Davis moved to pass the proposals contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Winger moved to approve the modification of the PhD in Electrical and Computer Engineering. R. Moore seconded the motion. UCCC members were concerned the curriculum outline needs to be completed with the current and proposed curriculums provided. The provision to allow an additional six credit hours to raise the GPA does not include anything about a time limit, or if this must still be accomplished within the 2 years limit. UCCC members questioned if the plan requires approval from anyone beyond the Graduate Coordinator. The Justification indicates: "The program of study should be approved by the major professor and committee members by the end of the first semester of doctoral enrollment, so the major professor can be more involved with the process." However, there is no indication of this requirement in the degree program itself. Davis moved to pass the proposal contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Winger moved to approve the modification of the PhD in Biological Engineering. R. Moore seconded the motion. UCCC members observed although the Curriculum Outline indicates "Total Hours", the Registrar actually needs "Minimum Hours". For the PhD, in the proposal it is not clear if the range in "total hours" come from the range in dissertation hours. UCCC members requested if the dissertation hours can be listed as a minimum of 20 but not to exceed 32. Then in the Total/Minimum Hours the language would be "Minimum of 44 hours beyond the MS". Davis moved to pass the proposal contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Priddy moved to adjourn the meeting. Roussin seconded the motion. The motion to adjourn was approved. The meeting was adjourned at 11:55 a.m.

