

University Committee on Courses and Curricula
Mississippi State University
February 19, 2021

Members

Present: Tracey Baham, Anna Bales, Russell Carr, Padmanava Dash, Brian Davis, Kathy Dooley, Nathan Drake, Dana Franz, Trey Howell, Julie Jessop, Caroline Kobia, Pat Mattes, Cate Mocal-King, Rob Moore, Emily Owen, Tommy Parker, Andy Perkins, Matthew Priddy, Wendy Roussin, Emily Shaw, Darrell Sparks, Barry Stewart, Brad Trinkle, Jenny Turner, Jeff Winger, Chien Yu

Excused: Brian Baldwin, Randy Campbell, Tyler Dickerson, Qingmin Meng, Ira Parson, Suzanne Powney

Guests: Lynda Moore, Nick Ramirez

Proxies: Carlen Hennington for Marian Swindell

The February 19, 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, February 19, 2021. The meeting was conducted using WebEx connective technology. The minutes from the January meeting were prepared but could not be distributed by email because of the closing of the campus due to snow. Franz announced the expectations of the different levels of the split level courses are being reviewed. Franz will be meeting with Dr. David Shaw, Dr. Peter Ryan, and Dr. Brent Fountain to discuss the oversight role of the UCCC. An additional UCCC meeting will be held on March 5, 2021 to process the numerous course proposals to add distance education.

Perkins moved to approve the addition of distance education to AELC 4403/6403, AELC 4613/6613, AELC 4873/6873, AELC 8413, AELC 8593, AELC 8703, and HS 1711. Dash seconded the motion. The subcommittee that reviewed the proposals observed for AELC 4403/6403 under "justification" on the course proposal, the initiator should include the need for distance education because currently the course objectives are listed. For AELC 4613/6613 while there is a summary of the contact hours at the bottom of the curriculum outline table, UCCC members requested the contact hours be included in the course outline. For AELC 4873/6873 under justification on the course proposal the initiator should include the need for distance education instead of the course objectives which are currently listed, a percentage grading scale needs to be provided in the syllabus, and break down the contact hours into subtopics of three (3) or less. For AELC 8413 under justification on the course proposal the initiator should include the need for distance education instead of the course objectives which are currently listed, include the contact hours in the course outline, and provide a percentage grading scale in the syllabus. For AELC 8593 under justification on the course proposal the initiator should include the need for distance education instead of the course objectives which are currently listed, and provide a percentage grading scale in the syllabus. For AELC 8703 under justification on the course proposal the initiator should include the need for distance education instead of the course objectives which are

currently listed, include contact hours in the course outline, and provide a percentage grading scale in the syllabus. Trinkle moved to pass the proposals contingent upon the above concerns being addressed. Baldwin seconded the motion. The motion to pass contingent was approved.

Perkins moved to approve the modification and addition of distance education to ADS 3013, the addition of ADS 3031, and the modification and addition of distance education to ADS 3212. Dash seconded the motion. The subcommittee that reviewed the proposals observed for ADS 3013 the revised syllabus needs more information concerning how online/distance students will participate in the class. For ADS 3031 the syllabus contains information about online proctoring of exams, HonorLock, etc., but distance education has not been requested for the course. For ADS 3212 the letter of support mentions the pandemic instead of a regular distance education request. Trinkle moved to pass the proposals contingent upon the above concerns being addressed. Baldwin seconded the motion. The motion to pass contingent was approved.

Perkins moved to approve the addition of distance education to HDFS 8853. Dash seconded the motion. The subcommittee that reviewed the proposal observed that for the current course syllabus on the proposal form, the syllabus that is currently being used should be loaded. On the proposal, for the question "Will the syllabus be revised?" the answer should be "yes," and the syllabus that contains Campus 1 and Campus 5 information should be attached. On the revised syllabi, include an attendance policy that allows for make-up/late work per AOP 12.09, and on the syllabus provide a percentage grading scale. Trinkle moved to pass the proposal contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Perkins moved to approve the modification of the BS in Animal and Dairy Science. Dash seconded the motion. The subcommittee that reviewed the proposal questioned if the labs will also be taken with ADS 3013 and ADS 3313 for the minor or can those courses be used to fulfill the upper-level elective without the associated labs. Committee members felt this only needed to be a clarification. The motion was approved.

Perkins moved to approve the modification of the BS in Human Development and Family Science – Child Development. Dash seconded the motion. The motion was approved.

Perkins moved to approve the addition of distance education to the BS in Human Development and Family Science – Child Development. Dash seconded the motion. The motion was approved.

Priddy moved to approve the addition of distance education to BCS 2013. Perkins seconded the motion. The subcommittee that reviewed the proposal observed that the syllabus needs to include information about distance education. Currently only face to face information is included in the syllabus. Roussin moved to table the proposal. Trinkle seconded the motion. The motion to table was approved.

Priddy moved to approve the addition of AN 1301. Perkins seconded the motion. The subcommittee the reviewed the proposal recommended approval of the course. The motion was approved.

Priddy moved to approve the addition of distance education to AN 1344, the modifications of AS 1011, AS 1021, AS 1102, AS 2011, AS 2021, AS 3013, AS 3023, AS 4013 and AS 4023, and the addition of AS 3102. Trinkle seconded the motion. The subcommittee that reviewed the proposal observed for AN 1344 for the question about if the syllabus will be revised, the answer should be yes. The syllabus that is currently being used should be loaded under the Current Syllabus label, and then the revised syllabus

should be loaded under the Revised Syllabus label. In the syllabus, it is mentioned that the syllabus may need to be changed during the semester. The schedule in the syllabus can be amended, but the rest of the syllabus should only be amended under extenuating circumstances. For AS 1011 the course title on the syllabus and on the proposal do not match. For AS 1021 in the syllabus, attendance is 10% and participation is 10%, but here is not a justification for attendance and participation being 20% of the grade. For AS 1102 two instances of tardiness will result in an unexcused absence, but there is not a justification for this policy. For AS 2011 and AS 2021 the course titles on the syllabi and the proposals do not match. For AS 3013 the course title on the syllabus and on the proposal do not match, and the prerequisite listed as AS 2022 should now be revised to AS 2021 on the proposal and syllabus. For AS 3023 the course title on the syllabus and on the proposal do not match. For AS 3102 and AS 4013 no revisions are necessary. For AS 4023 under evaluation, the percentages equal 70% instead of 100%. Jessop moved to pass the proposals contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the modification of the minor in Aerospace Studies. Roussin seconded the motion. Committee members discussed whether the courses within the minor were repeatable. The motion was approved.

Howell moved to approve the addition of distance education to BIO 2103 and BIO 4503/6503. Kobia seconded the motion. The subcommittee that reviewed the proposals recommended approval of both proposals. The motion was approved.

Howell moved to approve the addition of distance education to BIO 1023, BIO 3013, BIO 4233/6433, BIO 4413/6413, CH 1213, CH 1223, and CH 4513. Kobia second the motion. The subcommittee that reviewed the proposals observed for BIO 1023 the curriculum outline should include contact hours for the lecture and the lab portions of the course, there is a disclaimer that the instructor may modify the syllabus with adequate notice to students but under university policy only the schedule may be modified, in the syllabus there are five quizzes scheduled but the exam dates are not given, and the quizzes are not factored into the grading scheme. For BIO 3013 the course is being proposed as a hybrid, but it is not clear if the course will be offered both Campus 1 and Campus 5. For the Current Course Syllabus on the proposal form requirement, the current Campus 1 syllabus should be attached. On the proposal, for the question "Will the syllabus be revised?" answer "yes" and then attach the syllabus that contains face to face and distance learning information. For BIO 4233/6433 no revisions are recommended. For BIO 4413/6413 detailed learning objectives should be included in the syllabus (AOP 13.03). For CH 1213 the contact hours required for a three hours lecture are 45, but there are only 36 contact hours listed. The contact hours also need to be broken down in increments of three or less. For CH 1223 the letter of support is not signed by the committee members, it is not clear if Campus 1 and Campus 5 students both take the exams on line, a way for Campus 5 students to interact needs to be provided, it is not clear how watching online videos will be tracked, and it is not clear if Campus 5 students have the Livestream option for exams. For CH 4513/6513 it needs to be clarified if Honorlock will be used for the exams and quizzes. The syllabus only indicates they will be administered through Canvas. Roussin moved to pass the proposals contingent upon the above concerns being addressed. Mocal-King seconded the motion. The motion was approved.

Howell moved to approve the addition of BIO 1111. Kobia seconded the motion. The subcommittee that reviewed the proposals observed all of the required university statements are not included in the

syllabus. Stewart moved to pass the proposal contingent upon the above concern being addressed. Hennington seconded the proposal. The motion to pass contingent was approved.

Howell moved to approve the addition of BIO 8443. Kobia seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Howell moved to approve the addition of CH 4321 and CH 4441. Kobia seconded the motion. For CH 4321 the subcommittee that reviewed the proposal observed that if the course will be taught online/distance, the question concerning online/distance education should be answered in the affirmative, so the four additional questions will appear. For CH 4441 there is an Honorlock statement in the syllabus that does not appear to be applicable. Stewart moved to pass the proposals 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 CH 4451. Kobia seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Sparks moved to approve the addition of distance education to CRM 2003, CRM 4323/6323, EC 3113, and EN 3303. Meng seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Sparks moved to approve the addition of distance education to CRM 3353. Meng seconded the motion. The subcommittee that reviewed the proposal observed for CRM 3353 that the point range totals do not match the percentage ranges on the Grading Scale (particularly on the ends of each range). Roussin moved to pass the proposal contingent upon the above concern being addressed. Dash seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the addition of CO 1021 and CO 3243, the addition and inclusion of distance education for CO 3221, CO 3223, CO 4063, CO 4293, and the modification and inclusion of distance education for CO 4573. Meng seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Sparks moved to approve the addition and inclusion of distance education for CO 3233. Meng seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus under Methods of Evaluation and Standards of Achievement," the points total 700 instead of the 750 as stated. Roussin moved to pass the proposal contingent upon the above concern being addressed. Dash seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve modification of the BA in Communication and Media Studies (Campus 1) and the modification and addition of distance education to the BA in Communication and Media Studies. Meng seconded the motion. The subcommittee that reviewed the proposals observed the descriptions of the old concentrations under "Communication Studies" on the left side of the curriculum tables needs to be italicized since they are being edited. Roussin moved to pass the proposals contingent upon the above concern being addressed. Dash seconded the motion. The motion to pass contingent was approved.

Trinkle moved to approve the addition of distance to FLI 1113, FLL 4113/6113, GG 3133, GG 4633/6633, GR 4203/6203, and GR 4343/6343, and the modification and addition of distance education to GG

4124/6124 and GR 3113. Powney seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Trinkle moved to approve the addition of FLJ 4403. Roussin seconded the motion. The subcommittee that reviewed the proposal observed the course descriptions on the proposal and the syllabus do not match. Perkins moved to pass the proposal contingent upon the above concern being addressed. Dash seconded the motion. The motion to pass contingent was approved.

Trinkle moved to approve the addition and inclusion of distance of distance education for FLL 4253/6253. Roussin seconded the motion. The subcommittee that reviewed the proposal observed the course descriptions on the proposal and the syllabus do not match. Perkins moved to pass the proposal contingent upon the above concern being addressed. Dash seconded the motion. The motion to pass contingent was approved.

Trinkle moved to approve the addition of distance education to FLS 2143. Roussin seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus under Attendance, the language “[w]hen an absence from class is essential, the student must inform the instructor prior to class and provide appropriate documentation when possible” did not fully explain the policy for excused absences under AOP 12.09. This statement needs clarification. Perkins moved to pass the proposal contingent upon the above concern being addressed. Dash seconded the motion. The motion to pass contingent was approved.

Trinkle moved to approve the modification of GR 4643/6643 and the addition and inclusion of distance education to GR 8583. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Trinkle moved to approve the addition and inclusion of distance education to GR 8423. Roussin seconded the motion. The subcommittee that reviewed the proposal observed that the link for the course syllabus would not activate, and therefore the syllabus could not be reviewed. Perkins moved to table the proposal. Roussin seconded the motion. The motion to table was approved.

Stewart moved to approve the modification and addition of distance education to MA 2733. Hennington seconded the motion. The subcommittee that reviewed the proposal recommended revision. The motion was approved.

Stewart moved to approve the modification and addition of distance education to MA 3253, and the addition of distance education to PH 1013, PH 1063, PPA 9303, PPA 9503, PS 2403, PS 4163/6163, and PS 4453/6453. Hennington seconded the motion. The subcommittee that reviewed the proposals observed for MA 3253 in the answer to question three of the Distance Learning Questions, there needs to be further explanation of the differences in the face to face and the online versions of the course. In the current answer, the equipment is discussed. For PH 1013 in the syllabus for Campus 5 students there is a specific attendance policy that is tied to their grade, but Campus 1 students do not have an attendance policy that is tied to their grade. UCCC members questioned if this is equitable. For PH 1063 UCCC members asked if there will be Canvas content for the face to face students, and if so, that information needs to be included in the syllabus. For PPA 9303 and PPA 9503 attendance is 5% of the grade, but the syllabus does not explain how these points will be earned. For PS 2403 and PS 4453/6453 it is unclear whether the initiator wants permanent approval for distance education for these

courses. For PS 4163/6163 an attendance policy needs to be included in the syllabus. Perkins moved to pass the proposals contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass the proposals contingent was approved.

Stewart moved to approve the addition of MA 1213 and the inclusion of MA 1213 in the General Education Curriculum. Hennington seconded the motion. The subcommittee that reviewed the proposal observed under tentative test dates and the grading section, three tests are mentioned, but under the excused absences and makeup policy, four exams are mentioned. A late policy for assignments is not mentioned. There is a defined attendance policy, attendance is taken daily, and class participation is mentioned, but these areas are not included in the grading. UCCC members questioned if this was an oversight. R. Moore moved to pass the proposal contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the addition of distance education to MA 3053. Hennington seconded the motion. The subcommittee that reviewed the course proposal observed the course description indicates the prerequisite is MA 1723, but the target audience portion of the proposal indicates the prerequisite is MA 1713. The syllabus does not indicate how late homework will be handled for distance education students and if the students will be able to scan paper or take pictures using Honorlock. Trinkle moved to table the proposal. Mocal-King seconded the motion. The motion to table was approved.

Stewart moved to approve the modification and addition of distance education for MA 3113. Hennington seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus there is no information about how Campus 5 students will take exams. In the syllabus the links to AOP 12.09 and Title IX are not working. The way the quizzes are administered is not equitable. Campus 1 students can discuss the quizzes with their classmates, but Campus 5 student do not have this option. Trinkle moved to table the proposal. Mocal-King seconded the motion. The motion to table was approved.

Stewart moved to approve the addition of distance education to PPA 9203. Hennington seconded the motion. The subcommittee that reviewed the proposal observed for the Current Course Syllabus on the proposal form the syllabus that is currently being used for Campus 1 needs to be attached. On the proposal for the question "Will the syllabus be revised?" the answer should be "yes," and the syllabus containing Campus 1 and Campus 5 information should be attached. On the proposal under Justification, please indicate why you want to offer the course online. Trinkle moved to table the proposal. Mocal-King seconded the motion. The motion to table was approved.

Mocal-King moved to approve the addition of distance education to PSY 3203, PSY 4733/6733, PSY 4813, PSY 4983/6983, SO 1103, SO 3003, and SW 2323. Yu seconded the motion. The subcommittee that reviewed the proposals observed for PSY 3203 in the syllabus Under Weekly Activities and Discussion, it needs to indicate if the Monday deadline for homework is 11:59 AM or 11:59 PM. For PSY 4733/6733 a grading scale for the graduate students needs to be included in the syllabus. The link for Support Services/Disability Statement is not working. UCCC members questioned why attendance or participation is not counted for graduate students. Attendance is 5% of the grade, but there is not an explanation of how it is measured. For PSY 4813 the prerequisite need to be included in the syllabus attached to the proposal. There is a typographical error in the grade range for an "F." At the end of the syllabus, it indicates the syllabus and schedule can be changed. The scheduled can be revised, but the

syllabus cannot be revised unless there are extenuating circumstances. UCCC members also recommended adding a short section about how exams are taken remotely on a lockdown browser. For PSY 4983/6983 a grading scale is needed for the graduate student portion of the syllabus, and the final project (10%) is not included in the graduate student portion of the syllabus. For SO 1103 and SO 3003 the links for AOP 12.09 do not work. For SW 2323 The link for Student Support Services on page 6 of the syllabus is not working, the link for AOP 12.09 on the top of page 8 of the syllabus is not working, the links under Conduct on page 5 of the syllabus are not working, and the link under the University Safety Statement is not working. Perkins moved to pass the proposals contingent upon the above concerns being addressed. Davis seconded the motion. The motion to pass contingent was approved.

Mocal-King moved to approve the addition of distance education for SO 3343, SO 3353, SO 4323/6323, and SW 3213. Yu 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 FIN 4223 and MKT 4813. Yu seconded the motion. The motion was approved.

Baldwin moved to approve the addition of distance education to COE 8383, COE 8743, and COE 8923. Roussin seconded the motion. The subcommittee that reviewed the proposals observed for COE 8383 under Technology – Campus 5, additional required software should be specified. Under Class Participation, Campus I and II, AOP 12.09 should be referenced and a link included. More detail about how many points tardiness or unexcused absences will penalize Campus 1 students should be included. The Campus 5 information is not well detailed. For exams, there should be a reference to the 72 hours window to start the exam. For COE 8743, under Technology – Campus 5, additional required software should be specified. For COE 8923 additional required software should be specified, and for exams, there should be a reference to the 72 hours window to start the exam. Perkins moved to pass the proposals contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved.

Baldwin moved to approve the addition of distance education to TECH 3623, TECH 4443/6443, TECH 4623, TECH 4683, and TECH 4853/6843. Roussin seconded the motion. The subcommittee that reviewed the proposals observed for TECH 3623 that Campus 5 technology requirements should be more specific. The no make-up quizzes policy does not deal with excused absences, and participation points should be defined better. For TECH 4443/6443 Campus 5 technology requirements should be more specific, and participation points should be defined better. For TECH 4623 Campus 5 technology requirements should be more specific. In the syllabus, the University Safety Statement is repeated. Participation points should be defined better, and evaluation of Student Progress only deals with Campus 1. For TECH 4683 Campus 5 technology requirements should be more specific. Fifteen percentage of the grade is professionalism, but there is no justification for it. Professionalism is also defined in two places. For TECH 4853/6853 Campus 5 technology requirements should be more specific. Perkins moved to pass the proposals contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved.

Baldwin moved to approve the modification and addition of distance of distance education to TECH 4743/6743. Roussin seconded the motion. The subcommittee that reviewed the proposal observed that it was not clear in the syllabus if the exam be taken using a lock down browser. Perkins moved to

pass the proposal contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved.

Baldwin moved to approve the modification of TECH 4763/6763. Roussin seconded the motion. The subcommittee that reviewed the proposal questioned if one of the two exams will be administered before the drop course date. The revised syllabus is currently loaded in the current syllabus spot. Perkins moved to pass the proposal contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved.

Baldwin moved to approve the addition and inclusion of distance education for TECH 4553/6553. Roussin seconded the motion. The subcommittee that reviewed the proposal observed that the syllabus should suggest using only Canvas tools, WebEx or Microsoft Teams instead of Skype or Zoom for the online communication. Campus 5 technology requirements should be more specific. The points for attendance and participation should be better defined. R. Moore moved to pass the proposal contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion to pass contingent was approved.

Baldwin moved to approve the addition of a minor in Music and Culture. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Baldwin moved to approve the modification of the MAT in Secondary Teacher Alternative Route. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Carr moved to approve the addition of distance education to ASE 3243, ASE 3313, CHE 3113, CHE 3123, CHE 3223, and CHE 3413. Davis seconded the motion. The subcommittee that reviewed the proposal for ASE 3243 observed in the syllabus under Attendance there is a statement: "Legitimate absences as described by office University policy must be addressed no later than 24 hours after the deadline for the activity," and UCCC members question how this will apply to Campus 5 students. The syllabus also provides: "Students are encouraged to stay home and watch the lecture remotely if they feel unwell or have been exposed to a person with the COVID-19 virus." UCCC members asked how this applies to Campus 5 students who are sick but will watch the video at a later time (next day or so). For ASE 3313, UCCC members indicated there needs to be more information in the syllabus about how to access the online material. UCCC members also observed the syllabus does not delineate the differences in the processes between Campus 1 and Campus 5. The subcommittee did not recommend any revisions to CHE 3113. For CHE 3123 the syllabus is not clear about how the Campus 5 students will take quizzes, and the syllabus spells out particular expectations about class participation but does not explain how those expectations apply to the class grade. For CHE 3223 information about the assignments needs to be included in the syllabus. Attendance is worth a portion of the grade, but the syllabus does not list the requirements for this portion of the grade. Information about the syllabus needs to be included in the syllabus, and there needs to be specific information about the tests since they are 85% of the grade. For CHE 3413 In the syllabus the Testing section provides: "Four 10 minutes quizzes will be given in class (morning session)." The Testing section further provides: "Occasional pop quizzes will also be assigned." However the syllabus states that the quizzes will be mostly online. The information about quizzes needs to be more specific. Roussin moved to pass the proposals contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the addition of distance education for CHE 2114. Davis seconded the motion. The subcommittee that reviewed the proposal observed the syllabus does not indicate if the exam and quizzes be taken using a lock down browser. The syllabus also indicates a group project report is mentioned under the Assignments section and Team discussions under the Recitation Laboratory for Campus 5, but an equivalent project is not mentioned for Campus 1 students. Roussin moved to table the proposal. Hennington seconded the motion. The motion to table was approved.

Carr moved to approve the addition of distance education to CMB 8011, CSE 3213, CSE 3223, CSE 3324, CSE 3981, CSE 4153/6153, CSE 4214/6214, CSE 4253/6253, CSE 4273/6273, CSE 4743/6743, CSE 4773/6773, and CSE 8713. Davis seconded the motion. The subcommittee that reviewed the proposals observed it appears the answers to the four distance education questions are the same for all of the proposals. UCCC members would like for the answers to be tailored to the elements of each course. UCCC members would also like for the distance information in each syllabus to be specifically tailored to the course. For CMB 8011, under the distance learning questions exams are mentioned, but no exams are listed in the syllabus. The syllabus is not clear if the Campus 1 and Campus 5 students interact during class time using WebEx and discussion boards, and if so, how will the instructor be able to evaluate participation. The syllabus is also not clear if Campus 1 students only participate in face to face discussions or will Campus 1 also participate in the WebEx discussions too. For CSE 3213 and CSE 3223 the syllabi are not clear if these courses involve students being divided into groups, if Campus 1 and Campus 5 students will be mixed in the group, what is a project owner evaluation, and what constitutes a good self-reflection. For CSE 3324 the group projects need more information as how this will work with Campus 5 students. The proposals could include notification that the groups and group details will be announced on Canvas. For CSE 3981 there are no issues except for what is included for all CSE course proposals. For CSE 4153/6153 in the Graduate Student Requirements, it indicates Graduate students will complete a second programming assignment individually, but it appears all of the programming assignments are individual assignments, so this needs to be clarified. UCCC members questioned if Honorlock will be needed for exams/quizzes. For CSE 4214/6214 in the syllabus the contact hours equal 60. For a three hours lecture and two hours lab courses, there should be 45 lecture contact hours and 30 laboratory hours. In the syllabus it is not clear if the exams/quizzes are open book or is Honorlock needed. For CSE 4253/6253 in the syllabus it is not clear if the exams/quizzes are open book or is Honorlock needed. For CSE 4273/6273 in the syllabus the information for distance students about how to access lectures, etc. is missing. For CSE 4743/6743 the only revisions needed are those for the entire group of CSE proposals. For CSE 4773/6773 the syllabus needs to include more information about distance exams, quizzes, and attendance. For CSE 8713 the syllabus needs to include more information about distance exams, quizzes, and attendance. Roussin moved to pass the proposals contingent upon the above revisions being addressed. Hennington seconded the motion. The motion to pass contingent was approved.

R. Moore moved to approve the addition of distance education to EG 1143 and WFA 3133, and the modification and addition of distance education to WFA 4433. Winger seconded the motion. The subcommittee that reviewed the proposals observed for EG 1143 the letters of support are from a 2016 proposal, so an updated letter of support needs to be provided. For WFA 3133, the number of points for each letter grade needs to be added to the syllabus. For WFA 4433 the catalog description on the proposal and the syllabus do not match. For a three credit hours course that is two hours lecture and three hours lab, there needs to be 30 contact hours of lecture and 45 contact hours of lab. The contact

hours in the course outline need to be adjusted and the lecture and lab contact hours need to be separated. Roussin moved to pass the proposals contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion to pass contingent was approved.

R. Moore moved to approve the addition and inclusion of distance education for FO 8433 and WFA 4123. Winger seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

R. Moore moved to approve the modification, the addition of distance education, and the general education designation for WFA 4153. Winger seconded the motion. The subcommittee that reviewed the proposal observed that on the proposal both the current and the revised syllabi need to be attached. For a three credit hours course that is two hours lecture and two hours lab, there needs to be 30 contact hours of lecture and 30 contact hours of lab. The contact hours in the course outline need to be adjusted and the lecture and the lab contact hours need to be separated. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion to pass contingent was approved.

R. Moore moved to approve the modification of the MS in Forestry. Winger seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

R. Moore moved to approve the modification of the MS and PhD in Engineering/Civil. Winger seconded the motion. The subcommittee that reviewed the proposals observed that an effective date needs to be added to the proposal. The proposal also needs a section that outlines the justifications for the modification to the program. The requirement is on page 40 of the UCCC Guide and Format. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Trinkle seconded the motion. The motion to pass contingent was approved.

R. Moore moved to approve the modification of CVM 5310. Winger seconded the motion. The subcommittee that reviewed the proposal observed the attendance policy in the syllabus needs to reference AOP 12.09, and the link needs to be attached. 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.

Perkins moved to adjourn the meeting. Trinkle seconded the motion. The motion to adjourn was approved. The meeting was adjourned at 3:15 p.m.