

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

Members

Present: Brian Baldwin, Randy Campbell, Padmanava Dash, Brian Davis, Nathan Drake, Dana Franz, Trey Howell, Caroline Kobia, Pat Mattes, Qingmin Meng, Rob Moore, Tommy Parker, Andy Perkins, Wendy Roussin, Emily Shaw, Barry Stewart, Jenny Turner, Jeff Winger, Chien Yu

Excused: Ann Bales, Russell Carr, Tyler Dickerson, Kathy Dooley, Julie Jessop, Cate Mocal-King, Emily Owen, Ira Parson, Suzanne Powney, Matthew Priddy, Darrell Sparks, Brad Trinkle

Guests: Nick Ramirez

Proxies: Kayla Pineda for Tracey Baham, Carlen Hennington for Marian Swindell

The March 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, March 19, 2021. The meeting was conducted using WebEx connective technology.

Carr moved to approve the addition of distance education to ARC 3713 and MA 4373/6373. Hennington seconded the motion. The subcommittee that reviewed the proposals observed for ARC 3713 the prerequisites need to be included in the course description on the syllabus. All of the required university statements are not on the syllabus. UCCC members asked if the policy that three absences reduce a grade by ten points or one letter grade is part of a MSU/Architecture School attendance agreement. In one section, it indicates that being late to class is considered an absence, but another section indicates that being late three times constitutes an absence, so this conflict needs to be resolved. In the Assessments and Grading/Due Dates section, AOP 12.09 needs to be included to define an excused absence. On the top of page 6 of the syllabus it indicates: “[s]tudents are required to check their e-mail every day, even on weekends, in case the professor needs to contact the students with announcements – NO EXCEPTIONS will be made to this policy. If the professor finds out that a student has not checked their email and missed an important announcement then the student will incur a 1 point reduction from total course points for each infraction.” UCCC members felt this statement is not in compliance with University policy. For MA 4373/6373 the subcommittee observed that a three credit hours lecture course needs 45 contact hours. While in the syllabus under Course Content it seems to indicate that there will be three contact hours per week, there needs to be more detail in the Course Content to notify students what will be covered each week. Please place more details in the Course Content outline and then assign contact hours in increments of three or less. In the syllabus under Attendance and Grading it indicates that grading is based solely on exams, but the syllabus provides that class attendance “will be a factor in deciding borderline grades.” UCCC members felt if attendance counts as part of the grade, then its value should be explicitly stated. In the syllabus under lecture delivery for Campus 5, it indicates that online lecture videos may be posted. UCCC members asked if those lecture videos will be created by the instructor or someone else. Perkins 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 BIO 4514/6514. Hennington seconded the motion. The subcommittee that reviewed the proposal observed for a four hours credit class that is three hours lecture and three hours lab, 45 contact hours are needed for the lecture portion and 45 contact hours are needed for the lab portion. In the syllabus there are enough contact hours for the lecture, but there are only 16 lab hours identified in the course outline. In the proposal, the initiator indicated that graduate students rarely take this course, but because the course is a split level, graduate requirements are required on the proposal and in the attached syllabus. Perkins moved to table the proposal. Roussin seconded the motion. The motion to table was approved.

Carr moved to approve the addition and inclusion of distance education for ADS 4883/6883. Hennington seconded the motion. Please add information in the syllabus about the course requirements for the graduate students. The subcommittee that reviewed the proposal found on the course proposal it specified: "Graduate students will be assigned topics of discussion and presentation that require greater technical depth and literature research." More specific information about these assignments needs to be included in the syllabus. Roussin moved to pass the proposal contingent upon the above concern being addressed. Dash seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the addition of BIO 4493/6493. Hennington seconded the motion. The subcommittee that reviewed the proposal found in the syllabus the final exam is optional if you complete the other four exams. If you miss an exam with a university approved excuse you must take the final exam. UCCC members felt this policy was a penalty for an excused absence because according to University policy a student who misses an exam for an excused absence should be allowed to make up the missed exam. The additional requirement for graduate students is a harder grade distribution. UCCC members felt the grade distribution should not be the only graduate requirement. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Dash seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the modification of MA 8463. Hennington seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Carr moved to approve the addition of FO 4203/6203. Hennington seconded the motion. The subcommittee that reviewed the proposal recommended approval. UCCC members discussed whether this was duplicate of other courses. The motion was approved.

Roussin moved to approve the addition of distance education to EDL 8323, EDL 8333, EDL 8343, and EDL 8353. Perkins seconded the motion. The subcommittee that reviewed the proposals observed for the four courses there are two separate attendance policies for each course, and they need to be combined into one policy for each course. UCCC members felt the grading is confusing due to how the Assessments and Summary table are set up, so there needs to be clarification. For EDL 8353 Class participation is listed as 10% under "Class participation (Collaborative Inquiry) but is listed as 5% under the Summary Table. R. Moore moved to pass the proposals contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the addition of distance education to COE 8763 and COE 9033. Perkins seconded the motion. The subcommittee that reviewed the proposals observed the button on the

proposal that indicates distance education is being requested was not activated, so the four questions about distance practices did not appear and were not answered. The two separate attendance policies for face to face students need to be combined. UCCC members questioned why participation is 17 percent of the grade. In the syllabus the description of instruction should indicate the online portion is synchronous, and the syllabus needs to indicate whether the recorded lectures will be available to watch later. R. Moore moved to pass the proposals contingent upon the above concerns being addressed. Stewart seconded the motion.

Roussin moved to approve the addition of distance education to ASE 3233 and CHE 3213. Perkins seconded the motion. The subcommittee that reviewed the proposals observed for ASE 3233 The class meeting time at the top of the syllabus needs to be revised. The two attendance policies need to be combined, and AOP 12.09 needs to be noted in the attendance policy. The 24 hours notice required in the attendance policy for a deadline will not apply to excused absences under AOP 12.09, so this needs to be clarified. Under make up tests, "extra ordinary circumstances" should be revised to "excused absence" as required by AOP 12.09. This course is not listed in the letter of support. Forty-five (45) contact hours are required for a three hours credit lecture. The required contact hours are not outlined in the topics covered portion of the syllabus. UCCC members questioned whether face to face should be added to Method of Delivery, so the course can be offered Face to Face and online. In the syllabus what is covered in the midterms and quizzes needs to be outlined. For CHE 3213 in the syllabus it states there will be assignments, tests, exams, and quizzes throughout the semester, but does not go into detail about how many and the value of each, so that information needs to be added. R. Moore moved to table the proposals. Stewart seconded the motion. The motion to table was approved.

Roussin moved to approve the addition and inclusion of distance education for EDS 4503/6503, EDS 4513/6513, EDS 4523/6523, and EDS 4533/6533. Perkins seconded the motion. The subcommittee that reviewed the proposals observed for all of the proposals that the Campus 1 and Campus 5 attendance policies should be consistent. There needs to be more information in the syllabi about the graduate student expectations, and there needs to be more details about how assignments will be returned. While examinations are included in the assessments, no details are included about how the exams will be administered for Campus 1 or Campus 5. In the syllabi there is also no mention of the examinations in the percentage breakdown of grades. For EDS 4513/6513 there is a total of 57 contact hours. This is 12 contact hours over the required 45 (subsection II is identified as 21 but adds up to 24), but no justification is given for the 12 additional hours. For EDS 4533/6533 there needs to be clarification about whether Campus 5 students required to purchase the VR headset. R. Moore moved to table the proposals. Perkins seconded the motion. The motion to table was approved.

Roussin moved to approve the addition of distance education to EPY 8513 and the addition and inclusion of distance education for EPY 8713. Perkins seconded the motion. The subcommittee that reviewed the proposals questioned whether Will Turnitin.com be used to check the work of Campus 1 and Campus 2 students also. Only using it for Campus 5 students is mentioned in the syllabus. UCCC members did not think it was clear about how weekly discussion questions and in class group projects will be assessed for Campus 1 and Campus 5 students. For EPY 8713 in the syllabus under penalty for late assignments, information about excused absences allowed under AOP 12.09 and how that affects late assignments should be included. Campus 5 students can watch recorded lectures or join in synchronously to the live lectures, so the attendance policy under Campus 5 is confusing. The Campus 5 attendance policy on page 8 of the syllabus only seems to address the synchronous option for the

Campus 5 students. R. Moore moved to pass the proposals contingent upon the above concerns being addressed. The motion to pass contingent was approved.

Roussin moved to approve the addition of distance education to SS 3403. Perkins seconded the motion. The subcommittee that reviewed the proposal observed that it is not clear if Campus 5 students will use Honorlock, if the exams will be proctored, and what the time for the exams will be for the Campus 5 students. R. Moore moved to pass the proposals contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the modification and addition of distance education to KI 2023. Perkins seconded the motion. The subcommittee that reviewed the proposal observed it is not clear if Campus 5 students will use Honorlock, if the exams will be proctored, and what the time for the exams will be for the Campus 5 students. R. Moore moved to pass the proposals contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved.

R. Moore moved to approve the modification of the BS in Elementary Education/Early Childhood and Middle School. Stewart seconded the motion. UCCC members were concerned the program of study was in a different order than it appears in the undergraduate catalog, the concentration course requirements need to be adjusted, and electives need to be added for the Middle School concentration. Roussin moved to table the proposal. Baldwin seconded the motion. The motion to table was approved.

R. Moore moved to approve the addition of a MS in Data Science. Stewart seconded the motion. UCCC members observed that the proposal is submitted under two colleges but will only be able to list one college in Banner. In the Core Courses a "8000 Level Graduate Capstone" is listed but further in the proposal specific courses are listed. ST 8913 and ST 8923 are listed in the proposal but have not been approved yet. CSE 4833 should be listed as CSE 6833. CSE 8080 should be replaced with another course. Stewart moved to pass the proposal contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

R. Moore moved to approve the modification of the MS in Educational Psychology/Applied Behavior Analysis. Stewart seconded the motion. UCCC members observed in the catalog description near the top of the curriculum outline, please italicize "31-hour program" on the left side. The "40-hour program" phrase is already bolded on the right side. At the bottom of the curriculum outline, italicize "31" for the left side total hours and bold "40" on the right side for total hours. EPY 8390 and EPY 8713 which are included in the program proposal are in the UCCC workflow but have not been approved yet. The program proposal will have to stay in the passed contingent position until both courses are approved. EPY 8713 was passed contingent at the March 19, 2021 UCCC meeting. EPY 8390 will be on the April 21, 2021 UCCC meeting agenda. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Hennington seconded the motion. The motion to pass contingent was approved.

Baldwin moved to adjourn the meeting. R. Moore seconded the motion. The motion was approved. The meeting was adjourned at 2:22 p.m.

