

**University Committee on Courses and Curricula**  
**Mississippi State University**  
**March 5, 2021**

Members

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

Excused: Ann Bales, Padmanava Dash, Tyler Dickerson, Ira Parson, Suzanne Powney, Emily Shaw, Brad Trinkle

Guests: Nick Ramirez

Proxies: Carlen Hennington for Marian Swindell

**The March 5, 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 5, 2021. The meeting was conducted using WebEx connective technology. Franz announced she would be meeting with senior administration about how Campus 1 online courses will be used in the future. Roussin moved to approve the minutes from the January 22, 2021 UCCC meeting. Howell seconded the motion. The minutes were approved.

Perkins moved to approve the modification and addition of distance education to AELC 2411 and AELC 4424. Davis seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Perkins moved to approve the addition of distance education to ADS 4114/6114. Davis seconded the motion. The subcommittee that reviewed the proposal observed on the proposal, the distance education button was not activated, so the four distance questions did not appear and were not answered. In the course outline, subtopics for subjects with over 3 contact hours need more detail. Schedules may be revised, but syllabi are not revised unless there is an extenuating circumstance. The note about this at the end of the syllabus may be confusing to the students. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved.

Perkins moved to approve the addition of distance education to AEC 3133, AELC 9583, and BCH 4623/6623. Davis seconded the motion. The subcommittee that reviewed the proposals observed for AEC 3133, the letter of support will not open, and for a three (3) hours lecture forty-five (45) contact hours are needed in the curriculum outline in the syllabus. For AELC 9583 the contact hours need to be included in the curriculum table instead of at the bottom. The syllabus can be revised only in extenuating circumstances, but the schedule can be changed. The statement in the syllabus concerning revision should be reworded. For BCH 4623/6623 the COVID information needs to be removed from the

justification, the make-up exam policy must be in accordance with AOP 12.09, the mention of excused absences should be in the attendance policy must be in accordance with AOP 12.09, and the University Safety Statement should be included in the syllabus. Roussin moved to pass the proposals contingent upon the above concerns being addressed. Stewart seconded the motion. The motion to pass contingent was approved.

Perkins moved to approve the modification and addition of distance education to ADS 4333/6333. Davis seconded the motion. The subcommittee that reviewed the proposal observed the course proposal indicates that the syllabus will not be revised. Since the syllabus will be revised, on the proposal the initiator needs to indicate the syllabus will be revised and upload the revised syllabus in the place provided. 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. Jessop moved to table the proposal. Sparks seconded the motion. The motion to table was approved.

Perkins moved to approve the addition and inclusion of distance education for ADS 8441. Davis seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Perkins moved to approve the addition of ENS 2101, the inclusion of General Education for ENS 2101, the addition of distance education for ENS 2103, and the inclusion of General Education for ENS 2103. Davis seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Perkins moved to approve the modification and addition of distance for EPP 4333/6333. Davis seconded the motion. The subcommittee that reviewed the proposal found the catalog description that is on the proposal and on the syllabus should match. The University Safety Statement should be included in the syllabus. The policy for late submission of assignments must be in accordance with AOP 12.09. The graduate student requirements need to be more specific. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Hennington seconded the motion. The motion to pass contingent was approved.

Perkins moved to approve the modification and addition of distance education to EPP 4423/6423. Davis seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Campbell moved to approve the additions of EPP 8343 and EPP 8353. Roussin seconded the motion. For EPP 8343 and EPP 8353 the subcommittee that reviewed the proposals observed in each syllabus, it indicates: "Late submission of quiz/assignment will receive zero credit." A note needs to be added that there are exceptions for excused absences. Dooley moved to pass the proposals contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the addition and inclusion of distance education for FNH 3123. Roussin seconded the motion. The subcommittee that reviewed the proposal observed the syllabus and the proposal need to include more information about how the course will be delivered online. The proposal indicates the Campus 5 version of the course will be "delivered synchronously or asynchronously." The syllabus needs to indicate which method of delivery will be used and how the course will be available to

students. Contact hours should be assigned to the tentative schedule. In the syllabus under Attendance Policies and Missed/Late Work, it indicates the student has within two days of the student's absence to produce evidence of an excused absence in order to make up class work. UCCC members did not feel two days was enough time for a student to obtain some forms of evidence for an excused absence. Stewart moved to table the proposal. Mocal-King seconded the motion. The motion to table was approved.

Campbell moved to approve the addition of distance education to FDM 4424/6424, HDFS 4313/6313, PSS 3301 and PSS 4333/6333, and the modification of HDFS 4424/6424. Mocal-King seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Campbell moved to approve the addition of GA 8103. Mocal-King seconded the motion. The subcommittee that reviewed the proposal was concerned the OGS workshop is used for course credit when all incoming graduate students attend that workshop when they arrive on campus and must complete the teaching simulation before teaching. UCCC members felt a workshop that must be attended by all graduate students and occurs outside of the classroom should not count for 20% of the grade and around 15% of the contact hours for the class. Roussin moved to table the proposal. Hennington seconded the motion. The motion to table was approved.

Campbell moved to approve the addition of distance education to FDM 3221 and FNH 3103. Mocal-King seconded the motion. The subcommittee that reviewed the proposals observed for FDM 3221 the syllabus indicates the course will be synchronous or asynchronous. A choice needs to be made about whether it is synchronous or asynchronous, so students will know when they are registering. In the syllabus the schedule for week four (4) indicates there will not be a class, but a contact hour is assigned. Another activity or class needs to be held that can be used as one contact hour. FNH 3103 is a three credit hours lecture course, so 45 contact hours are needed. In the tentative schedule, only 30 hours are indicated. Exam time may be added, but additional contact hours need to be outlined. An attendance policy with a link to AOP 12.09 which defines excused absences needs to be added to the syllabus. Roussin moved to pass the proposals contingent upon the above concerns being addressed. Hennington seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the addition of distance education to FMD 3573. Mocal-King seconded the motion. The subcommittee that reviewed the proposal observed the course is being proposed as a hybrid with online lectures and face to face labs and questioned how Campus 5 students would participate in face to face labs. The UCCC members suggested the proposal include a syllabus that has a section for Campus 1 students (students taking online or hybrid) and a section for Campus 5 students. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Hennington seconded the motion. The motion to pass contingent was approved.

Dooley moved to approve the addition of distance education to AAS 2203, AN 1173, AN 2203, FLG 2133, FLG 2143, PS 4464, PS 4613/6613, PS 4633/6633, SO 2203, ST 4573/6573, ST 8123, ST 8133, ST 8913, and SW 4613. Roussin seconded the motion. The subcommittee that reviewed the proposals observed for AAS 2203, AN 2203, and SO 2203 in the syllabus there is a policy that the faculty member can remove a student from a class if the faculty member feels the student is being disrespectful. The UCCC questioned if this statement is based on University policy. For AN 1173 under Online Expectations/Safe Space, the syllabus indicates ". . . no racist, sexist, homophobic or otherwise offensive language will be

tolerated, and I will take immediate action. The first time, I will ask you to leave the discussion. The second time, I will see your removal from the course.” UCCC members questioned which University Policy allows this remedy. UCCC members also asked if Campus 5 students will take the exams on Honorlock, so this needs to be clarified. For FLG 2133 and FLG 2143 the course outlines need clarification. For PS 4464 the Campus 1 and Campus 5 syllabi need to be combined because the syllabi do not contain the same information. For example, the Campus 5 syllabus has contact hours information, but the Campus 1 syllabus does not. For a four credit hours course that is three hours lecture and two hours laboratory, 45 lecture contact hours are needed and 30 laboratory contact hours are needed. There appear to be 45 lecture contact hours, but only 15 laboratory contact hours in the syllabus. The syllabi need to explain how the Campus 5 students document their laboratory hours. The syllabi do not explain how the Campus 5 students will take their examinations. For PS 4613/6613 and PS 4633/6633, the revised syllabi need Campus 1 and Campus 5 information. The syllabi need to explain how the Campus 5 students will take their examinations. For ST 4573/6573 and ST 8123 the syllabi need to indicate how the Campus 5 students will take examinations. In ST 8133 the syllabus does not indicate if only Campus 5 students will use Honorlock and if there will be an attendance policy for Campus 5 students. For ST 8913 in syllabus does not indicate if only the Campus 5 students will use Honorlock, if there will be an attendance policy for Campus 5 students, and if Campus 1 and Campus 5 students will watch all of the presentations. For SW 4613 UCCC members asked if Campus 5 students will have access to the presentations made by the Campus 1 students and will Campus 1 students have access to the presentation made by the Campus 5 students. Stewart moved to pass the proposals contingent upon the above concerns being addressed. Yu seconded the motion. The motion to pass contingent was approved.

Dooley moved to approve the addition of distance education to BIO 4133/6133. Roussin seconded the motion. The subcommittee that reviewed the proposal observed there needs to be more detail about what will be required of graduate students. UCCC members felt having a different grading scale was not an adequate difference between the undergraduate and graduate student requirements under AOP 11.04. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Kobia seconded the motion. The motion to pass contingent was approved.

Dooley moved to approve the addition of distance education to MA 8253. Priddy seconded the motion. The subcommittee that reviewed the proposal observed the syllabi need to contain more information. For example, the syllabi do not contain information about the exams, the homework presentations, and when exams and the homework presentations are scheduled during the semester. The Campus 5 syllabus also needs to contain more information about how Campus 5 students will interact with the faculty member and the other students. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Kobia seconded the motion. The motion to pass contingent was approved.

Dooley moved to approve the addition of distance education to PHI 3323. Yu seconded the motion. The subcommittee that reviewed the proposal observed the revised syllabus needs to include information about the requirements for the research paper. The revised syllabus needs to include information about the attendance policy in compliance with AOP 12.09. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Kobia seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the addition of distance education to CO 3403, CO 3713, and CO 4053/6053. Kobia seconded the motion. The subcommittee that reviewed the proposal recommended approval of proposals. The proposals were approved.

Sparks moved to approve the addition and inclusion of distance education for CO 8013. Kobia seconded the motion. The subcommittee that reviewed the proposal observed in the Attendance Policy of the syllabus, a statement is made that if a student fails to turn in an exam or to give a presentation on its due date, the student will receive zero points unless the student has made prior arrangements with the instructor. This statement does not comply with AOP 12.09. In the Contact Hours section at the end of the syllabus, the hours listed add to 45, while the syllabus states there should be 48 total contact hours. Hennington moved to pass the proposal contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the addition and inclusion of distance education for CO 8023. Kobia seconded the motion. The subcommittee that reviewed the proposal observed on the proposal synchronous online delivery is mentioned, but in the syllabus asynchronous online delivery is indicated, so this needs clarification. Hennington moved to pass the proposal contingent upon the above concern being addressed. Yu seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the addition and inclusion of distance education for CO 8063. Kobia seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus under Attendance Policy, there is a statement about students being required to attend all class meetings in person. As this is also going to be offered Campus 5, "in person" should be removed. UCCC members asked if students who have an excused absence be able to access the Campus 5 lectures. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Yu seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the addition and inclusion of distance education for CO 8203. Kobia seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus the Grading section percentages only add to 95%. The discrepancy appears to be related to the final paper. Hennington moved to pass the proposal contingent upon the above concern being addressed. Yu seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the addition and inclusion of distance education to CO 8223. Kobia seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus Class Participation (5 % of grade) seems to be based on timely completion of assignments that are already part of another grading component. Moreover, students are also graded on attendance (6 %). UCCC members asked about the justification for this policy. Students with zero absences are given a bonus of two points to their final class average, while students with one absence are given a one point bonus. UCCC members questioned if unexcused absences were being counted. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Yu seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the addition and inclusion of distance education to CO 8233, CO 8283, and CO 8743. Kobia seconded the motion. The subcommittee that reviewed the proposals observed for CO 8233, CO 8283, and CO 8743 in the Grading section of the syllabi, it indicates that students failing to complete the term paper will result in a letter grade reduction in addition to the loss of points for non-

completion of the assignment – in a sense making the term paper worth 30 %, instead of 20 %. This policy needs to be clarified. For CO 8283 students with zero absences are given a bonus of two points to their final class average, while students with one absence are given a one point bonus. In this policy UCCC members questioned if unexcused absences were being counted. Hennington moved to pass the proposals contingent upon the above concerns being addressed. Yu seconded. The motion to pass contingent was approved.

Sparks moved to approve the addition and inclusion of distance education for CO 8243. Kobia seconded the motion. The subcommittee that reviewed the proposal observed in the Methods of Evaluation and Standards of Achievement section of the syllabus, there is a gap in the grading scale between 89.00 and 90. UCCC members also asked if students who have an excused absence will be able to access the Campus 5 lectures. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Yu seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the addition and inclusion of distance education for CO 8333. Kobia seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Sparks moved to approve the addition and inclusion of distance education for CO 8753. Kobia seconded the motion. The subcommittee that reviewed the proposal observed in the Grading section of the syllabus, it indicates that students failing to complete the term paper will result in a letter grade reduction in addition to the loss of points for non-completion of the assignment – in a sense making the term paper worth 30% instead of 20 %. This policy needs to be clarified. Hennington moved to pass the proposal contingent upon the above concern being addressed. Yu seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the addition and inclusion of distance education for CO 8823 and CO 8873. Kobia seconded the motion. The subcommittee that reviewed the proposals observed the syllabi need attendance policies for Campus 5 students. Hennington moved to pass the proposals contingent upon the above concern being addressed. Yu seconded the motion. The motion to pass contingent was approved.

Sparks moved to approve the addition and inclusion of distance education for a MA in Communication. Kobia seconded the motion. UCCC members observed throughout the proposal, the abbreviation “sh” is used. That is not an abbreviation used in UCCC program proposals and needs to be revised. The proposal is for Campus 1 and Campus 5; however, a statement is made on the cover page that the intent is to offer this only as a face-to-face program for the first 2 years and then re-evaluate offering it partially or fully online, so this needs to be clarified. Appendix 8 shows the program requires 36 hours, but the cover page and supporting documentation state 33 hours. The proposal will need to be passed contingent until the course proposals for CO 8353 and CO 8393 are approved. The supporting documentation states that CO 8753 Special Project can be repeated once for credit, however the course is not listed as being repeatable in the related course proposal. In section 09 of the supporting documentation, the number of expected graduates listed in the table is 67, but then 60 is listed below that. Also, if this program is face-to-face only for the first two years, the number of anticipated graduates may be unrealistic. UCCC member also asked if the 4000-level courses taken as an undergraduate will be repeatable as 6000-level for this degree. Hennington moved to pass the program

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

Howell moved to approve the addition of distance education to BIS 1523 and BIS 2523. Priddy seconded the motion. The subcommittee that reviewed the proposals observed in the syllabi there is not enough detail about how the courses will be delivered online. The syllabi should also indicate if the courses will be synchronous or asynchronous. The course outline is a screen shot of Canvas. A detailed course outline with contact hours is required. Grading scales also need to be included in the syllabi and attendance policies sections in the syllabi should reference AOP 12.09. Roussin moved to table the proposals. Hennington seconded the motion. The motion to table was approved.

Howell moved to approve the addition of distance education to BIS 4113/6113. Priddy seconded the motion. The subcommittee that reviewed the proposal observed the current syllabus needs to be loaded and then the revised syllabus can be after indicating the syllabus will be revised. The dates on the course outline need to be corrected. It is unclear how the online section will be delivered. The syllabus should indicate if there be lectures and if the lectures will be synchronous or asynchronous. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Hennington seconded the motion. The motion to pass contingent was approved.

Howell moved to approve BIS 4523/6523, BL 3001, BL 3223, EC 3123, EC 4233, EC 4323, FIN 3203, FIN 4243, SBP 3133, and SBP 8213. Priddy seconded the motion. For BIS 4523/6523 more details about the online component of the class need to be added to the syllabus. The syllabus should include information about whether the lectures be synchronous or asynchronous. For BL 3001 the letter of support is from a 2017 course modification. For BL 3223 both the current syllabus and the revised syllabus should be included in the proposal. The syllabus should indicate if the Campus 5 lectures will be synchronous or asynchronous. For EC 3123 and EC 4233 the dates in the syllabus should be revised and attendance policies referring to AOP 12.09. For EC 4323 and FIN 3203 both the current syllabus and the revised syllabus should be included in the proposal. The proposals indicate the initiators wish to teach the courses as hybrids. For a course to be permitted to be offered in the hybrid method of delivery, the course must be approved for both Campus 1 and Campus 5. Therefore, the combined Campus 1 and Campus 5 syllabi should include information about how a Campus 5 student would take the course entirely online. For FIN 4243 the syllabus dates need to be revised. SBP 3133 UCCC members questioned how Campus 5 students will complete the laboratory assignments. For SBP 8213 the contact hours need to be adjusted. Since this is a two hours lecture and three hours lab, there needs to be lecture hours and lab hours. Hennington moved to pass the proposals contingent upon the above concerns being addressed. Carr seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the modification and addition of distance education to FIN 4433. Priddy seconded the motion. Both the current syllabus and the revised syllabus should be included in the proposal. Since permanent distance educational approval is being requested, the references to the Spring 2021 medical exception should be deleted. Roussin moved to pass the proposal contingent upon the above concern being addressed. Hennington seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the addition, addition of distance education, and the Meridian designation for FIN 4453/6453. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Hennington moved to approve the modification and addition of distance education to REF 4153. Roussin seconded the motion. The subcommittee that reviewed the proposal observed that the COVID 19 statements need to be removed from the syllabus. Hennington moved to pass the proposal contingent upon the above concern being addressed. Carr seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the proposals to add distance education to ASE 4523, ECE 3323, ECE 4833/6833, and ME 4333. Baldwin seconded the motion. The subcommittee that reviewed the proposals observed for ASE 4523 in the course outline the contact hours for the lecture and the laborator are not separated. For a three credit hours course that is 1 hour lecture and 5 hours lab, the course needs 15 lecture contact hours and 75 lab contact hours. UCCC members also questioned if Campus 1 students will be able to view the recorded lecture videos if they miss class or want to review. For ECE 3323 The revised syllabus should contact the Campus 1 and Campus 5 information, the contact hours should be included on the curriculum outline, the catalog description and course objectives should be in the syllabus, labs are mentioned in syllabus but the course is listed as lecture, on the course proposal under Justification there needs to be an explanation about why distance education is being offered, and on the distance questions information needs to be included about how students will interact with their peers. For ECE 4833/6833 the catalog description and course objectives need to be in the syllabus, the prerequisites listed in the syllabus do not match the prerequisites listed in the catalog description on the proposal, the contact hours over three need to be broken down into smaller increments, in the syllabus under Homework Assignments, a reference needs to be made to excused absences with a link to AOP 12.09, and the Graduate Student Requirement in the syllabus indicates graduate students must complete the second programming assignment individually, but it appears all assignments must be completed individually. For ME 4333 non-supported programs such as Zoom and Skype need to be eliminated from the syllabus, in the syllabus there needs to be a breakdown of homework, quizzes, and in class assignments as is defined under tests, the syllabus needs to outline how the graduate students requirements will be different, and there needs to be more information in the course outline about topics, quizzes, and exams. Hennington moved to pass the proposals contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the proposals to add distance education to ASE 4623, ME 3613, and ME 4403. Baldwin seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Roussin moved to approve the proposals to add distance education to ECE 1013, ECE 3213, ECE 3313, ME 3113, ME 3313, ME 3513, and ME 3523. Baldwin seconded the motion. The subcommittee that reviewed the proposals observed for ECE 1013 the CIP code needs to be revised. The prerequisite should be listed in the course description on the syllabus. UCCC members asked if Campus 1 students with excused absences would have access to the Campus 5 recorded lectures. For ECE 3213 the CIP code needs to be revised. The attendance policy, and test policy should include information about excused absences. All excused absences cannot be anticipated, and therefore prior arrangements



cannot always be made. UCCC members asked if Campus 1 students with excused absences would have access to the Campus 5 recorded lectures. For ECE 3313 the CIP code needs to be revised. The prerequisite should be listed in the course description on the syllabus. UCCC members asked if Campus 1 students with excused absences would have access to the Campus 5 recorded lectures. Hennington moved to pass the proposals contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the addition and inclusion of distance education for the ECE 9100. Baldwin seconded the motion. The subcommittee that reviewed the proposal observed that a graduate student would have to be enrolled in another course besides ECE 9100 because a graduate student cannot be enrolled in zero credits and considered an active student. UCCC members recommended the graduate coordinator for that department be contacted, so she can monitor the class enrollment. Hennington moved to pass the proposal contingent upon the above concern being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the modification and the addition of distance education for GE 1911. Baldwin seconded the motion. The subcommittee that reviewed the proposal observed a reference to AOP 12.09 needs to be made in the syllabus under the attendance policy. Under Syllabus Changes, please revise that to Schedule Changes. Schedule changes may be made, but syllabus changes can only be made in extenuating circumstances. Hennington moved to pass the proposal contingent upon the above concerns being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the addition and the inclusion of distance of distance education for GR 8423. Mocal-King 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 MA 3053 and PPA 9203. Mocal-King seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Carr moved to approve the addition of distance education and the Meridian designation to BCS 2013. Mocal-King seconded the motion. The subcommittee that reviewed the proposal observed in the proposal under the distance learning questions it states that some methods for appropriate communication between instructor and student and between students are "Discussion Board Email Teams break out rooms" however there is no mention of this in the syllabus. Attendance is 10% of the grade, but the syllabus does not mention how asynchronous attendance will be monitored. More information about the essays is needed in the syllabus. In the third distance learning question, more information is needed about the differences in the face to face and online versions of the class. Dooley moved to pass the motion contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the modification and addition of distance education for MA 3113. Mocal-King seconded the motion. The subcommittee that reviewed the proposal observed the revised syllabus needs information about how Campus 5 students will take exams. 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. Campus 5 student do not have this option. Dooley moved to pass the

proposal contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the modification and addition of distance education for TECH 4743/6743. Mocal-King seconded the motion. The subcommittee that reviewed the proposal observed the syllabus does not explain how the Campus 5 exams will be taken. Dooley moved to pass the motion contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the addition of distance education for CHE 2114. Mocal-King seconded the motion. The subcommittee that reviewed the proposal observed the syllabus does not explain how the Campus 5 exams will be taken. A group project report is mentioned under the Assignments section and Team discussions are mentioned under the Recitation Laboratory for Campus 5, but it is not clear if Campus 1 students will have these assignments. Dooley moved to pass the motion contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Dooley moved to adjourn the meeting. Roussin seconded the motion. The motion to adjourn was approved. The meeting was adjourned at 3:25 p.m.

