

University Committee on Courses and Curricula
Mississippi State University
September 3, 2021

Members

- Present: Kathleen Alley, Brian Baldwin, Randy Campbell, Russell Carr, Brian Davis, Nathan Drake, Dana Franz, Carlen Henington, Julie Jessop, Caroline Kobia, Cate Mocal-King, Andy Perkins, George Popescu, Suzanne Powney, Wendy Roussin, Emily Shaw, James Sobaskie, Barry Stewart, Jenny Turner, Jeff Winger, Chien Yu
- Excused: Tom Carskadon, Chanu Cherukuri, Padmanava Dash, Kathy Dooley, Kennedy Guest, Trey Howell, Rob Moore, Emily Owen, Tommy Parker, Matthew Priddy
- Guests: Daniel Chesser, Kiley Forsythe, Jarrod Moss, Jacob Tschume, Kenna Vowell, Haifeng Wang
- Proxies: Bob Wolverton for Pat Matthes

Perkins called the meeting to order at 1:30 p.m. on Friday, September 3, 2021 in the Trotter Room of the Center for Advanced Vehicular Systems in the Research Park. Stewart moved to approve the minutes from meetings on February 19, 2021; March 5, 2021; March 19, 2021; and April 21, 2021. Roussin seconded the motion. The motion was approved. Perkins announced the by-law revisions listed on the agenda would not be considered because the special quorum needed for the revision of minutes was not present.

Roussin moved to approve the addition of LSK 1063 Luckyday Scholars Program Course. Powney seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus the contact hours for each week should be three which will provide the contact hours needed for a three credit hours class. The method of delivery on the proposal is face to face, but the syllabus contains both face to face and distance information (asynchronous). The syllabus does not contain a breakdown on how the final grade is computed. The grading assessment methods need to be listed (papers, tests, etc.) and the weight given to each listed. The grade of "F" needs to include the range of 0-59. More information about the service-learning project should be included in the syllabus and also in the grading assessment if a grade is assigned to the project. Carr moved to pass the proposal contingent upon the above concerns being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the modification of EPP 8173 Clinical and Applied Mycology and FNH 8173 Clinical and Applied Mycology. Powney 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 FDM 2524 Textiles for Apparel and FDM 2593 Product Development II. Powney 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 FDM 3213 Fashion Forecasting. Powney seconded the motion. The subcommittee that reviewed the proposal observed the office hours listed in the syllabus need to be clarified. The syllabus should be clear that late assignments may be accepted if there is an approved absence. The announcement in the syllabus that the schedule and the procedures for this course are subject to change is in conflict with university policy. The schedule may be revised, but procedures may not be changed. Mocal-King moved to pass the proposal contingent upon the above concerns being addressed. Alley seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the modification and addition of distance education to PSS 4393/6393 Agriculture Remote Sensing II. Powney seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus it indicates assignments must be submitted no later than the due date. University policy provides that late work can be submitted with an excused absence, and that information should be added to the assignment due dates section of the syllabus. Stewart moved to pass the proposal contingent upon the above concerns being addressed. Baldwin seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the modification and addition of distance education to the MS in Agriculture/Engineering Technology. Powney seconded the motion. Dr. Chesser appeared on behalf of the proposal to answer questions. The subcommittee that reviewed the proposal observed ABE 8911 and ABE 8921 are not approved for distance education, and a student is required to take one of the courses. To move the program proposal forward, distance education must be added to either ABE 8911 or ABE 8921, **or** language needs to be added to the proposal that there will be a face to face component to the program. Carr moved to pass the proposal contingent upon the above concern being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the modification of CRM 4153 Mentoring Youths. Kobia seconded the motion. The subcommittee that reviewed the proposal observed the course descriptions on the course proposal and the revised syllabus do not match. For a one hour lecture and four hours practical experience, 15 lecture contact hours are needed and 60 practical experience (or lab hours) are needed. The contact hours in the syllabus need to be reconfigured to reflect these requirements. In the proposal, the method of instruction is revised to lecture/lab. This revision needs to be made in the course description also. Carr moved to table the proposal. Stewart seconded the motion. The motion to table was approved.

Stewart moved to approve the modification of EN 3243 Writing Center Tutor Training. Kobia seconded the motion. The subcommittee that reviewed the proposal observed the catalog or course descriptions in the proposal and in syllabus do not match. Mocal-King moved to pass the proposal contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the addition and inclusion of distance education to GG 4543/6543 Community Engagement in Environmental Geosciences. Kobia seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Stewart moved to approve the modification of HI 4743/6743 War, Diplomacy, and Statecraft in Europe. Kobia seconded the motion. The subcommittee that reviewed the proposal observed the catalog

description needs to be included in the syllabus. The contact hours need to be adjusted for holidays, and the syllabus should include a grading scale. The curriculum table should be labeled as the schedule, and the curriculum outline and should include contact hours for each week. Mocal-King moved to pass the proposal contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the modification of MA 1453 Precalculus. Kobia seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Stewart moved to approve the modification of the MS in Psychology. Kobia seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Kobia moved to approve the modification of the PhD in Applied Psychology – Clinical Psychology, Cognitive Science. Stewart seconded the motion. The subcommittee that reviewed the proposal observed that the proposal initiator did not italicize specific items on the left side of the curriculum table that would be revised and did not bold specific items on the right side of the curriculum table that would be added. UCCC members also indicated the proposal should include the information that students must apply and earn a MS before entering the PhD program **and/or** the proposal needs to specify students must earn 54 credit hours beyond the BS level. Powney 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, the inclusion of distance education, and the inclusion of the Meridian designation for EDX 3253 Evaluating Learning in Special Education. Kobia seconded the motion. The subcommittee that reviewed the proposal was concerned about how excused absences are dealt with in class participation. The wording in number 6 under Evaluation of Student Progress in the syllabus makes it seem as if a student misses a class for any reason the student loses points. Henington moved to pass the proposal contingent upon the above concern being addressed. Yu seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve addition and inclusion of distance education for CHE 4173/6173 Polymer Science and Technology. Davis 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 ECE 1022 Introduction to ECE Design II. Davis seconded the motion. The motion was approved.

Stewart moved to approve the addition of distance education to ECE 3323 Electromagnetics II. Davis seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus Campus 1 students are given 80 minutes to complete quizzes while Campus 5 students are given 90 minutes to complete quizzes, but there is not a justification given. The attendance policy indicates students are expected to attend all class meeting. UCCC members questioned if there will be a penalty for not attending. Baldwin moved to pass the proposal contingent upon the above concerns being addressed. Jessop seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the addition of distance education to ECE 8673 Computer Methods in Power System Analysis. Davis seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus a project and oral presentation count as the final exam. UCCC members felt it would be less

confusing to students to call it a final project and presentation. In the course outline the contact hours listed that are greater than three, should be assigned to the subsections. Henington moved to pass the proposal contingent upon the above concerns being addressed. Kobia seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the addition of IE 4683/6683 Machine Learning with Industrial Engineering Applications, the inclusion of distance education for IE 4683/6683, and the inclusion of the Gulf Coast designation for IE 4683/6683. Davis seconded the motion. The subcommittee that reviewed the proposal requested more details about how the graduate student final project and final exam are calculated into the final grade. Under the method of evaluation, it indicates the final exam and final project are worth a total of 35% of the grade but does not designate the value of each one. Henington moved to pass the proposal contingent upon the above concern being addressed. Kobia seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the modification of the MS in Industrial and Systems Engineering. Davis seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Carr moved to adjourn. Roussin seconded the motion. The motion was approved, and the meeting was adjourned at 3:31 p.m.