

University Committee on Courses and Curricula
Mississippi State University
January 14, 2022

Members

Present: Randy Campbell, Russell Carr, Padmanava Dash, Brian Davis, LaDonne Delgado, Nathan Drake, Dana Franz, Carlen Henington, Caroline Kobia, Brad Lang, Jeremy Montgomery, Rob Moore, Andy Perkins, George Popescu, Matthew Priddy, Emily Shaw, James Sobaskie, Barry Stewart, Jenny Turner

Excused: Kathleen Alley, Brian Baldwin, Tom Carskadon, Chanu Cherukuri, Kathy Dooley, Kennedy Guest, Trey Howell, Julie Jessop, Cate Mocal-King, Tommy Parker, Suzanne Powney, Wendy Roussin, Jeff Winger, Chien Yu

Proxy: Lynn Palmer for Emily Owen

Guests: Seung-Joon Ahn, Sawyer Bowering, Jean Mohammadi-Aragh, Kenna Vowell, Nuwan Wijewardane, Michelle Zhou

Perkins called the meeting to order at 1:30 p.m. in the Trotter Room of the Center for Advanced Vehicular Systems in the Research Park. Henington moved to approve the minutes from the December 2, 2021 UCCC meeting. Priddy seconded the motion. The minutes were approved. Perkins announced the proposed bylaws revisions listed on the agenda would not be considered because the special quorum needed for the revisions of the bylaws was not present. By email, Perkins was nominated to be reelected as the UCCC Chair for 2022-2023. No other nominations were received. Priddy moved Perkins' nomination be approved. Henington seconded the motion. The motion was approved. Perkins will serve as UCCC Chair for 2022-2023.

Priddy moved to approve the modification and addition of distance education to EPP 4154/6154 General Entomology. Henington seconded the motion. The subcommittee that reviewed the proposal observed the graduate requirements should be listed in the syllabus. In the syllabus, it states that that requests for excused absences "must" be presented before the class by sending an e-mail to the instructor. An email before the absence can be requested but cannot be required under University policy. In the syllabus it states that excused absence requests will be considered on a case-by-case basis. Excused absence requests will be determined by AOP 12.09, so that statement needs to be reworded. For Campus 5 students, the fourth lab test is a report after a self-visit to a natural history museum. If a Campus 5 student does not live within driving distance of a natural history museum, this may be an equitable assignment issue. Providing an alternative to the natural history museum visit would provide Campus 5 students with an equitable assignment. Stewart moved to pass the proposal contingent upon the above concerns being addressed. Carr seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the modification and addition of distance education to EPP 8343 Advances in Insect Anatomy-Structure and Function and EPP 8353 Advances in Insect Physiology and Biochemistry. Henington seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Priddy moved to approve the addition and inclusion of distance education for EPP 8364 Non-Thesis Master's Project in Entomology. Henington seconded the motion. The subcommittee that reviewed the proposal observed there needs to be an agreement between the student and the major professor about the number of contact hours needed for the four hours credit course. UCCC members asked if the course should be repeatable in case the project cannot be completed in one semester. Stewart moved to pass the proposal contingent upon the above concerns being addressed. Campbell seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the addition and inclusion of distance education to EPP 8881 Entomology and Plant Pathology Colloquium. Henington seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus a grading rubric should be added for the discussion group leaders. Stewart moved to pass the proposal contingent upon the above concern being addressed. Campbell seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the modification of HDFS 4701 Internship Preparation. Campbell seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus under "Late Assignments" it should mention that the stated policy is for unexcused absences. Stewart moved to pass the proposal contingent upon the above concern being addressed. Campbell seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the addition and inclusion of distance education to HDFS 4802/6802 Grief and Bereavement: Support Systems and Practices for Children and Families. The subcommittee that reviewed the proposal observed in the syllabus under "Late Assignments" it should mention that the stated policy is for unexcused absences. Stewart moved to pass the proposal contingent upon the above concern being addressed. Campbell seconded the motion. The motion to pass contingent was approved.

Davis moved to approve the addition of CO 2512 Introduction to Theatrical Design. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended adding a chart at the beginning of the Method of Evaluation section of the syllabus that listed all the methods of evaluation and the grade percentages. Carr moved to pass the proposal contingent upon the above concern being addressed. Stewart seconded the motion. The motion to pass contingent was approved.

Davis moved to approve the modification and addition of distance education for CO 3313 News Writing for the Electronic Media. Priddy seconded the motion. The subcommittee that reviewed the proposal questioned if the Campus 5 course would be synchronous or asynchronous. While the syllabus indicates the Campus 5 course will be asynchronous, quizzes are mentioned, but there is not an explanation about how they will be taken. UCCC members requested additional information be added to the Distance Learning Questions on the proposal and additional distance information be added to the syllabus. Stewart moved to pass the proposal contingent with the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Davis moved to approve the addition of CO 3532 Theatre for Change, CO 3552 Professional Practice in the Theatre, and CO 3573 Script Analysis. Priddy seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Kobia moved to approve the modification and addition of distance education to PS 3193 Intergovernmental Relation and PS 4703 Principles of Public Administration. Priddy seconded the

motion. For PS 3193 and PS 4703 the subcommittee that reviewed the proposals observed the syllabi do not have a graduate student component, but the graduate students are mentioned in the final grade point breakdowns. Honorlock is mentioned in the Distance Learning Questions but not in the syllabi. Stewart moved to pass the proposals contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Kobia moved to approve the addition of SJ 4993 Social Justice Studies Capstone and the addition to the Meridian designation to SJ 4993. Priddy seconded the motion. The subcommittee that reviewed the proposal observed a letter of support from program faculty members is needed. The syllabus indicates that “[s]ubmission of late work may be accepted with or without penalty based at the discretion of the professor.” UCCC members observed this is a subjective statement regarding late work and a clearer statement is needed. Stewart moved to pass the proposal contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Kobia moved to approve the modification and addition of distance education to ST 8263 Advanced Regression Analysis. Priddy seconded the motion. The subcommittee that reviewed the proposal observed the statement that the Campus 5 course will be synchronous is important information and should be displayed more prominently in the syllabus, so students are aware of that information. In the course content table on the last page of the syllabus, the “credit hours” column should be “contact hours.” At the bottom of the column the wording should be revised to: “Total Contact Hours = 45.” In the Target Audience section on the proposal it should indicate who will take this course. (For example: Graduate students who are not on the Starkville campus). The syllabus indicates attendance is mandatory, so UCCC members questioned if attendance should be included in the grading scale. Stewart moved to pass the proposal contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Kobia moved to approve the modification and addition of distance education to the MPPA in Public Policy and Administration. Henington seconded the motion. The subcommittee that reviewed the proposal recommended approval but suggested that a revised cover sheet that more fully outlines the revisions be prepared. The motion was approved, and the faculty member who initiated the proposal will be asked to prepare another cover sheet for the program proposal before it is forwarded to the Graduate Council for further review.

Kobia moved to approve the addition of a minor in Social Justice Studies. Henington seconded the motion. The subcommittee that reviewed the proposal observed UCCC members pointed out that a minor is defined in the UCCC Guide and Format as “a formal and coherent grouping of courses beyond the core of the major that allows a student to focus on a specialty area.” Committee members observed the minor is interdisciplinary and there are many course choices, but there is not a cohesive pattern in which the courses can build on each other. Students would not be allowed to take more than six credit hours from one department. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Campbell seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the addition of ABE 4443/6443 Spectroscopic Sensing in Biosystems. Henington seconded the motion. The subcommittee that reviewed the proposal observed the catalog description is difficult to read due to many semicolons. The catalog description needs editing. Under Methods of Evaluation/Attendance, a link to AOP 12.09 to explain excused and unexcused absences needs to be added. Priddy moved to pass the proposal contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

The proposal to add distance education to ASE 4523 Aircraft Design II was withdrawn.

Campbell moved to approve the addition of ECE 3244 Electronics I, the addition of distance education to ECE 3244 and the addition of the Gulf Coast designation to ECE 3244. Dash seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Campbell moved to approve the addition of ECE 3253 Electronic II, the addition of ECE 3433 Circuits II, the addition of distance education to both courses, and the addition of the Gulf Coast designation to both courses. Dash seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Campbell moved to approve the addition of ECE 3421 Circuits I Lab and ECE 3423 Circuits I, the addition of distance education to both courses, and the addition of the Gulf Coast designation to both courses. Dash seconded the motion. The subcommittee that reviewed the proposals observed the prerequisites need clarification. ECE 3423 indicates ECE 3421 is a prerequisite, but then at the end of the catalog description, the wording “[a]ccompanies ECE 3421” is included. It appears ECE 3421 and ECE 3423 should be taken at the same time. For ECE 3421 under Labs and Lab Reports, a policy for making up late work for an excused absence needs to be included. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the addition of distance education to ECE 3614 Fundamental of Energy Systems, ECE 3714 Digital Devices and Logic Design, and ECE 3724 Microprocessors, and the modification and addition of distance education to ECE 4724/6724 Embedded Systems. Dash seconded the motion. The subcommittee that reviewed the proposals observed for ECE 3614, ECE 3714, and ECE 4724/6724 the letters of support are from November 2020 and address Campus 5 approval for courses for Spring 2021 with an online component. Updated letters of support should be attached to the proposals. Some of the answers to the Distance Learning Questions address the pandemic and safety, so those answers need revising. The Target Audience answers on the proposals address the pandemic and safety, so those answers need revising. For **ECE 3614**, under Methods of Evaluation and Standards of Achievement (a) Tests, the second sentence is not complete. UCCC members questioned how the distance students would obtain the equipment to complete the labs. For **ECE 3714**, UCCC members asked how the Campus 5 students will join the labs virtually if the class is asynchronous. For **ECE 4724/6724**, the distance learning outcomes indicate the lectures and labs are delivered synchronously, but the syllabus states the distance students are asynchronous, so this needs clarification. The methods of evaluation and standards of achievement section does not give details about how online/distance students are treated such as if the exams are proctored or if Honorlock is used; what the time frame is for Campus 5 students to take exams in relation to when Campus 1 students take exams; how the participation grade is determined for Campus 5 students; and how the lab works for Campus 5 students if the lab is asynchronous. Carr moved to table the proposals. The motion to table was approved.

Campbell moved to approve the modification of the BS in Computer Engineering and the BS in Electrical Engineering. Dash seconded the motion. The subcommittee that reviewed the proposals observed EN 1104 should be added to both program proposals, and EN 1163 should be deleted. UCCC members pointed out it would be helpful to name the Electrical concentration under the BS in Electrical Engineering another name, so there would not be any confusion between the major and the concentration. For the BS in Electrical Engineering, in the Curriculum Outline table on page 6 of the

program proposal, on the current side of the table, the wording is "Engineering Topics (70h)." The total hours are 76 instead of 70. For the BS in Electrical Engineering, in the Curriculum Outline table on page 6 of the program proposal, on the proposed side of the table, the wording is "Engineering Topics (61h)." The total hours are 64 instead of 61. For the BS in Computer Engineering, in the Curriculum Outline table on page 6 of the program proposal, on the proposed and current sides of the table, the wording is "Engineering Topics (70h)." The total hours are 76 instead of 70. The program proposals are also dependent upon the ECE course proposals being approved. Henington moved to pass the program proposals contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Henington moved to adjourn the meeting. Priddy seconded the motion. The motion was approved. The meeting was adjourned at 3:04 p.m.