

**University Committee on Courses and Curricula**  
**Mississippi State University**  
**February 18, 2022**

**Members**

**Present:** Kathleen Alley, Randy Campbell, Russell Carr, Padmanava Dash, Brian Davis, LaDonne Delgado, Dana Franz, Carlen Henington, Julie Jessop, Brad Lang, Cate Mocal-King, Rob Moore, Emily Owen, Tommy Parker, Andy Perkins, Suzanne Powney, Matthew Priddy, Wendy Roussin, Emily Shaw, James Sobaskie, Jenny Turner, Kenna Vowell, Jeff Winger, Chien Yu

**Excused:** Brian Baldwin, Tom Carskadon, Chanu Cherukuri, Kathy Dooley, Nathan Drake, Kennedy Guest, Trey Howell, Caroline Kobia, Jeremy Montgomery, George Popescu

**Proxy:** Richard Harkess for Barry Stewart

**Guests:** Jonathan Barlow, Katie Doughty, Alisha Hardman, Renee Matich, Lynda Moore, Julie Parker, Mimmo Parisi, Kenna Vowell

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. Priddy moved to approve the minutes from the January 14, 2022 UCCC meeting. Henington 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. Franz discussed the University Syllabus that will be added to Canvas. The University Syllabus will include all of the university statements needed for the syllabi. A copy of a draft of the syllabus template is attached to the minutes. The University Syllabus will feature a “pop up” to remind students to review the syllabus.

Alley moved to approve the addition of DSCI 2013 Data Science Literacy with the General Education designation, the Meridian designation, the addition of distance education, and the Study Abroad designation. Roussin seconded the motion. The subcommittee that reviewed the proposal observed the Learning Objectives in the syllabus should include action verbs and each objective should include one content item. Each Learning Objective should also contain a measurable statement. In the Methods of Evaluation and Standards of Achievement section of the online syllabus, the grade percentages add up to 90%. UCCC members asked why there is a difference in the number of exams and assignments between the Campus 1 and Campus 5 sections. Having different numbers of methods of evaluation for the two campuses could create equitability issues. Carr moved to table the proposal. Priddy seconded the motion. The motion to table was approved.

Alley moved to approve the modification and addition of distance education to EPP 3124 Forest Pest Management. Roussin seconded the motion. The subcommittee that reviewed the proposal observed Central Time should be designated in the syllabus for the Campus 5 students. In the proposal attach the current syllabus, indicate the syllabus will be revised, and then attach the proposed syllabus. Henington moved to table the proposal. Priddy seconded the motion. The motion to table was approved.

Alley moved to approve the addition of EPP 4863/6863 Insects and Global Change. Roussin seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus under University

Polices/Attendance, attendance policies for face to face and distance should be included since approval for both methods of delivery is being requested. The prerequisites "introductory course in biology or ecology" are not enforceable in Banner. UCCC members questioned if the prerequisite should be left as presented and let the department enforce them, or if specific courses as prerequisites should be added. Henington moved to pass the proposal contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Alley moved to approve the addition of distance education to EPP 8273 Empirical Research in Theory and Practice. Roussin seconded the motion. The subcommittee that reviewed the proposal observed Central Time should be designated in the syllabus for the Campus 5 students, so the online section deadlines will be clear. In the proposal attach the current syllabus, indicate the syllabus will be revised, and then attach the proposed syllabus. Under University Polices/Attendance in the syllabus, list an attendance policy for face to face and distance since approval for both methods of delivery are being requested. Henington moved to pass the proposal contingent upon the above concerns being addressed. Mochal-King seconded the motion. The motion to pass contingent was approved.

Alley moved to approve the addition of EPP 8363 Insect Biotechnology and the inclusion of distance education to EPP 8363. Roussin seconded the motion. The subcommittee that reviewed the proposal observed the time indicated in the syllabus should be Central Time instead of Central Standard Time since daylight savings time could be in effect. Under Attendance face to face (Campus 1) students are penalized for unexcused absences while this policy is not mentioned for online (Campus 5) students. The syllabus indicates that requests for excused absences must be presented before the class. To be in compliance with University Policy, "if possible" should be added to this sentence. Under Honorlock, the wording "... (and Campus 1 students who are away due to COVID-19)" should be revised to "... students who are ill or have an approved absence." Priddy moved to pass the proposal contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Lang moved to approve the modification and addition of distance education to FNH 4123/6123 Medical Nutrition Therapy I. Roussin seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus on page six in the second paragraph, the excused absences list is limited. But in the next section, the AOP is referenced which would include all of the excused absence information. The limited list should be removed or corrected. In the syllabus under Quiz, Exam, and Assignment Schedules, it indicates that make-up exams will use a short essay or oral format. Make-up exams for excused absences must be a comparable evaluation. UCCC members questioned if these are comparable evaluations. R. Moore moved to pass the proposal contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Lang moved to approve the modification and addition of distance education to FNH 4233/6233 Medical Nutrition Therapy II. Roussin seconded the motion. The subcommittee that reviewed the proposal observed the syllabus indicates that an Adobe Flash Player is required. The requirement should be updated. In the syllabus on page four in the paragraph after the table, the excused absences list is limited. But in the next section, the AOP is referenced which would include all of the excused absence information. The limited list should be removed or corrected. Attendance is not a grade in the class. But the graduate assignment and evaluation states: "Graduate student evaluation will be based on meeting the expectation of in-depth analysis, higher quality of performance, and full lecture attendance." Learning objectives should be listed. What is currently included under Learning Objectives is not adequate. In the syllabus there should be more detail about how Campus 5 delivery will be

different from Campus 1 delivery. R. Moore moved to pass the proposal contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Lang moved to approve the addition of HDFS 4624/6624 Family Life Education Methodology and the inclusion of distance education to HDFS 4624/6624. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Lang moved to approve the modification of the BS in Human Development and Family Science. Roussin seconded the motion. The subcommittee that reviewed the proposal observed HDFS has five concentrations, but FCS Teacher Education is not listed on the front page as a concentration. It is also not referenced under all General Education requirements by Concentration. BIO 1004 has been required for Child Life students for some time, so it is not a modification. The "or 1104 and 1173" for English Comp has not been included. In the Child Life Concentration section of the curriculum outline, italicize 9 hours electives on the left, and bold the 0 hours electives on the right. MGT 3114 should be revised to MGT 3113. The Youth Development restricted elective courses need to be reviewed because several have been deleted such as PE 3422, PE 3432, and PE 3452. 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.

Lang moved to approve the modifications and addition of distance education to PSS 4443/6443 Athletic Field Management and PSS 4453/6453 Vegetable Production. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Carr moved to approve the addition of distance education to EN 0103 Basic English. Yu seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Carr moved to approve the additions of EN 2123 and FL 2123 The Greek and Latin Roots of English, the inclusion of General Education, and the addition of distance education. Yu seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Carr moved to approve the modification and addition of distance education to REL 4143 Classical Mythology. Yu seconded the motion. The subcommittee that reviewed the proposal observed on the grading scale, the equal sign should be removed from the range for the grade of "F" so there is not any confusion. The course does not appear to be a split level, but there are several references to graduate students in the syllabus. The face coverings section needs to be revised on the Campus 1 syllabus. Roussin moved to table the proposal. Henington seconded the motion. The motion to table was approved.

Carr moved to approve the modification and addition of distance education for ST 8353 Statistical Computations. Yu seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Carr moved to approve the addition of CHE 4793/6793 Practical Applications of Chemical Engineering Principles Equipment. Yu seconded the motion. The subcommittee that reviewed the proposal observed it was not clear if the additional graduate student work (review of the equipment literature and a summary paper) was part of the 20% homework grade or additional work for other points. The

same question was asked about the practical exam. Priddy 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 modification of the BS in Computer Engineering and the addition of distance education to the BS in Electrical Engineering. Yu seconded the motion. The subcommittee that reviewed the proposals observed in the program proposals for the current program on the left side of the curriculum tables, the passed contingent proposals that were on the January 14, 2022 agenda and are awaiting approval by the UCCC Chair and Dr. Peter Ryan should have been inserted. Priddy moved to table the proposals contingent upon the above issue being addressed. Alley seconded the motion. The motion to table was approved.

Campbell moved to approve the addition of FL 4203/6203 Methods of Teaching K-8 World Languages and the inclusion of distance education for FL 4203/6203. Powney seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Campbell moved to approve the addition of FL 4213/6213 Method of Teaching 9-12 World Languages. Roussin seconded the motion. The subcommittee that reviewed the proposal observed under AOP 11.04 for split level courses, “[g]raduate students must satisfy course requirements beyond the undergraduate level.” UCCC members felt the graduate level requirements in the syllabus for FL 4213/6213 were not sufficient. Priddy moved to pass the proposal contingent upon the above concern being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the addition and inclusion of distance for FL 4223/6223 Foundations in Online Language Teaching, FL 4233/6233 Linguistics for World Language Teachers, and FL 4463/6463 Studies in Second Language Acquisition. Powney seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Priddy moved to adjourn. Roussin seconded the motion. The motion to adjourn was approved. The meeting was adjourned at 2:58 p.m.

**DRAFT**

**Required Faculty Syllabus Statement:**

Mississippi State University Syllabus contains all policies and procedures that are applicable to every course on campus and online. The policies in this University Syllabus describe the official policies of the University and will take precedence over those found elsewhere. It is the student’s responsibility to read and be familiar with every policy. The University syllabus maybe accessed at any time on the course canvas page and at XXXX

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Mississippi State University Syllabus

Dear Students,

The University Syllabus informs you of very important policies that are relevant to every course at Mississippi State University. It is important for you to be familiar with each policy listed below. The policies in this University Syllabus describe the official policies of the University and will take precedence over those found elsewhere. Each class will have a course-specific syllabus providing learning expectations, assignments and activities, and additional responsibilities which are in addition to the general Universtiy Syllabus. The academic calendar may be found at this link: [MSU academic calendar](#) At Mississippi State, we want to provide each of you the best learning experience possible. Best wishes for a successful semester and career at Mississippi State University.

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**ACADEMIC INTEGRITY**

Mississippi State has adopted the following Honor Code. You are expected to abide by this code in all classes. Some professors may ask you to print and sign.

**Student Honor Code**

Mississippi State has an approved Honor Code that applies to all students. The code is as follows:

*“As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”*

Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. For additional information, please visit: <http://honorcode.msstate.edu/policy>.

## HEALTH AND ABSENCES

Attending class is very important to your academic performance. University excused absences are listed below. With an excused absence you are allowed to make-up all missed work including tests. University policy states that you cannot be forced to use a class drop grade for an excused absence. However, it is your responsibility to communicate with your professor about your absence and completion of any missed work.

A professor may define class attendance, particularly as it pertains to in-class responsibilities, that go beyond just being present in the classroom. The class policy may include statements about the importance of learning and attendance, the extent of credit or penalty for an unexcused absence, and how excused and unexcused absences are measured. It is your responsibility to be aware of any specific class policies in addition to the general university policy.

*For online courses*, you will be considered in attendance when you; a) participate in a course activity (e.g., discussion board); and b) communicate with the course instructor regarding a course topic within a specified time frame. Logging into an online course without active participation does not constitute attendance. When students who are enrolled in an online course are aware of necessary absences, they should inform the instructor as soon as is possible so that other arrangements can be made.

Excused Absences per AOP 12.09 Class Attendance and Reporting Absences  
(<https://www.policies.msstate.edu/policy/1209>)

These approved excused absences are not subject to instructor discretion in course attendance penalties:

- Participation in an official university activity with authorization from an appropriate administrator sponsoring the activity (e.g., Department Head or higher). If the validity of the activity is questionable, the matter should be referred to the Office of the Provost and Executive Vice President for final resolution.
- Death in a student's immediate family to include a student's parent, legal guardian, sibling, grandparent, grandchild, spouse or partner, as well as natural, adopted and/or in-law children.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

An illness or injury of a student's immediate family (to include parent, legal guardian, sibling, grandparent, grandchild, spouse or partner, as well as natural, adopted and/or in-law children) is eligible for excused absences, but is subject to the instructor's discretion.

University or other organized events intended to provide personal enrichment or entertainment will not be considered university authorized activities as it pertains to course attendance and will not qualify as an excused absence.

## DISABILITIES ACCESSIBILITY

Mississippi State University is committed to providing equitable access to learning opportunities for all students. Should you need to access services, The Disability Resource Center is located at 01 Montgomery Hall and collaborates with students who have disabilities to arrange reasonable accommodations. If you have, or think you may have, a disability, please contact [drc@saffairs.msstate.edu](mailto:drc@saffairs.msstate.edu) or 662- 325-3335 to arrange a confidential discussion regarding equitable access and reasonable accommodations. Disabilities may include, but are not limited to, conditions related to mental health, chronic health, attention, learning, autism, brain injury, vision, hearing, mobility, speech, or intellectual disabilities. In the case of short-term disabilities (e.g., broken arm), students and instructors can often work to minimize barriers. If additional assistance is needed, please contact the Disability Resource Center (<https://www.drc.msstate.edu>).

## STUDENT WELFARE

Two important parts of student welfare are your rights under Title IX and how to access help should you need to.

### Title IX

MSU is committed to complying with Title IX, a federal law that prohibits discrimination, including violence and harassment, based on sex. This means that MSU's educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU's Director of Title IX/EEO Programs at 325-8124 or by e-mail to [titleix@msstate.edu](mailto:titleix@msstate.edu). Additional resources are available at <http://students.msstate.edu/sexualmisconduct/>.

### Safety on Campus

Mississippi State University values the safety of all campus community members. Students are encouraged to register for Maroon Alert texts and to download the Everbridge App. Visit the Personal Information section in Banner on your MyState portal to register. To report suspicious activity or to request a courtesy escort via Safe Walk, call University Police at 662-325-2121, or in case emergency, call 911. For more information regarding safety and to view available training including helpful videos, visit [ready.msstate.edu](http://ready.msstate.edu)

## COURSE INSTRUCTION

The Learning Center (<https://www.tlc.msstate.edu/>) is available to support you in improving your academic performance. The Learning Center offers tutoring services, support programs, and technology labs.

#### For online students: HONORLOCK STATEMENT

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You may or may not be required to use Honorlock in your course, but here is information should your professor indicate that Honorlock is required.

We will be using Honorlock, an online proctoring service, to proctor your exams this semester. You will need a computer, webcam, photo ID, and a stable Internet connection. You do not need to create an account, download software, pay a fee, or schedule an appointment in advance. To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at <http://www.honorlock.com/extension/install>. You should also review the information provided in Mississippi State University's Honorlock Resources for Students guide. It's very important to check your system compatibility and Internet connection speed in advance as described in the guide. Honorlock support is available 24/7/365 at <https://honorlock.com/support/>. If you encounter any issues, you are strongly urged to contact them by live chat within the Honorlock session.

#### CONTINUITY OF INSTRUCTION

In the event that face-to-face classes are suspended due to extenuating circumstances, such as weather, the instructor will continue instruction in a manner that best supports the course content and student engagement. In this event, all instructors will notify students of the change via their university email address (the official vehicle for communication with students). At that time, they will provide details about how instruction and communication will continue, how academic integrity will be ensured, and what students may expect during the time that face-to-face classes are suspended. If a student becomes unable to continue class participation due to extenuating circumstances, (e.g., health and safety, loss of power, etc.) the student should contact their instructor and advisor for guidance. For additional guidance, please refer to Academic Operating Policy 12.09.

Other important information on how to ensure you have a quality and welcoming college experience while attending Mississippi State University can be found by reviewing pertinent university policies at <https://www.policies.msstate.edu/> and by visiting the Office of Civil Rights and Compliance web page at <https://www.civilrights.msstate.edu/>