

**University Committee on Courses and Curricula
Mississippi State University
September 2, 2022**

Members

Present: Brian Baldwin, Russell Carr, Tom Carskadon, Padmanava Dash, Brian Davis, LaDonne Delgado, Nathan Drake, Dana Franz, Carlen Henington, Trey Howell, Brad Lang, Lynda Moore, Rob Moore, Emily Owen, Tommy Parker, Andy Perkins, George Popescu, Suzanne Powney, Matthew Priddy, Ann Olivia Radicioni, Aswathy Rai, Rebecca Robichaux-Davis, Wendy Roussin, Sam Schuh, Emily Shaw, Leslie Strawderman, Jenny Turner, Kenna Vowell, Amy Wilber, Jeff Winger

Excused: Kathleen Alley, Randy Campbell, Caroline Kobia, Cate Mocal-King

Guests: Peter Ryan

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. Dr. Andy Perkins introduced Dr. Peter Ryan, Executive Vice Provost and Dean of the Graduate School. Dr. Ryan thanked the UCCC committee members for their hard work and emphasized how important the curriculum process is to Mississippi State University.

Roussin moved to approve the minutes from the May 4, 2022 UCCC meeting. Henington seconded the motion. The minutes were approved.

Perkins and Franz recommended UCCC by-laws modifications that were distributed to UCCC members with the agenda. A copy of the recommendations is attached to the minutes. The recommendations will amend Section 3 of Article III Composition and Article VI Officers of the **current** bylaws listed below.

Article III Composition

Section 3 The non-voting members shall be:

- A. A representative of the Registrar's Office.
- B. A representative of the Library.
- C. The Secretary employed for the UCCC.
- D. A representative of the Office of Research and Institutional Effectiveness.
- E. A representative of the Information Technology Services.
- F. A representative of the Graduate School.
- G. A representative of the Office of Institutional Research.

Article VI Officers

Section 1 The Offices of the UCCC shall be a Chair and a Secretary.

Chair-to preside at all meeting of the UCCC and represent the UCCC to the University. The Chair shall be elected annually at the January meeting by the members of the UCCC. The Chair shall be a current, elected member of the UCCC with a minimum of one year's experience on the

UCCC. The Chair's term shall be from July 1 to June 30 of the school year of the election. The Chair shall receive 25% released time to perform the duties of the Chair in reviewing proposals, advising colleges and departments concerning proposals, and establishing meeting times and agendas. In the event that the Chair cannot preside at a called meeting, the Secretary will serve as the presiding officer.

Secretary-the Secretary shall be a paid employee of the University with responsibility for managing the UCCC office and assisting the UCCC Chair.

The recommendations include amending the non-voting members to reflect the current names of the offices and centers; adding the Center for Distance Education, adding the Center for Teaching and Learning, adding the University Academic Advising Center, adding the Office of Research and Economic Development (as pertains to curriculum related issues with Center and faculty research, and correcting the name of the Office of Institutional Research and Effectiveness (one entity); and stipulating Officers shall include a Vice-Chair to be elected by membership. Perkins observed a representative of the Faculty Senate needed to be added to the list. The by-laws with the **recommended amendments** are listed below.

Article III Composition

Section 3 The non-voting members shall be:

- A. A representative of the Registrar's Office.
- B. A representative of the Library.
- C. The Secretary employed for the UCCC.
- D. A representative of the Office of Institutional Research Effectiveness.
- E. A representative of the Information Technology Services.
- F. A representative of the Graduate School.
- G. A representative of the Center for Distance Education.
- H. A representative of the Center for Teaching and Learning.
- I. A representative of the University Academic and Advising Center.
- J. A representative of the Office of Research and Economic Development.
- K. A representative of the Faculty Senate.

Article VI Officers

Section 1 The Offices of the UCCC shall be a Chair, Vice-Chair and a Secretary.

Chair- to preside at all meeting of the UCCC and represent the UCCC to the University. The Chair shall be elected annually at the January meeting by the members of the UCCC. The Chair shall be a current, elected member of the UCCC with a minimum of one year's experience on the UCCC. The Chair's term shall be from July 1 to June 30 of the school year of the election. The Chair shall receive 25% released time to perform the duties of the Chair in reviewing proposals, advising colleges and departments concerning proposals, establishing meeting times and agendas, and attending Associate Deans Council. In the event the Chair cannot preside at a called meeting, the Vice-Chair will serve as the presiding officer.

Vice-Chair- to assist the Chair in the execution of duties related to UCCC. The Vice-Chair shall be elected annually at the January meeting by members of the UCCC. The Vice-Chair shall be a current, elected member of the UCCC with a minimum of one year's experience on the UCCC.

The Vice-Chair's term shall be from July 1 to June 30 of the school year of election. In the event the Chair cannot preside at a called meeting, the Vice-Chair will serve as the presiding officer.

Secretary- the Secretary shall be a paid employee of the University with responsibility for managing the UCCC Office and assisting the UCCC Chair.

Henington moved to amend the by-laws as recommended including the addition of the representative of the Faculty Senate. Powney seconded the motion.

Franz presented proposed revisions to current curriculum policies. A handout Franz distributed is attached to the minutes. Franz explained that proposed curriculum policies that are affected will be formalized with revisions to the appropriate AOP.

1. Academic Progression – Support the academic progression of General Education (30 hours), Foundation (30 hours) and Major Courses (60 hours).
No action was taken on this recommendation.
2. Minors – Undergraduate students will have 12 – 15 credit hours required outside of their major to extend the knowledge base of the student. Graduate students will have 9 hours required outside of their major.
No action was taken on this recommendation, and it will continue to be discussed.
3. Certificates – Pre-baccalaureate certificates will become endorsements and will not need UCCC approval. New endorsements will be approved by academic deans. A member of the UCCC inquired how the pre-baccalaureate certificates would be included in the catalog under the new procedure. The Office of the Registrar currently relies on UCCC program proposals to add/revise certificate proposals in the catalog.
No action was taken on this recommendation, and it will continue to be discussed.
4. General Education reduction of Math (Quantitative Reasoning) requirements to three (3) hours instead of six (6). In the undergraduate catalog, it indicates there are to be fifteen (15) hours of math and science. That provision will also need to be edited. Franz indicated this revision would be effective for Fall 2023, so high school counselors and community college counselors need to be contacted as soon as possible. The choices for the math requirement will be Trigonometry, Statistics, Business Calculus, Calculus 1, Math for Teachers course (Problem Solving), or higher. College Algebra will no longer be a choice.
Franz indicated that action needs to be taken on this recommendation. Strawderman moved to approve the recommendation. Henington seconded the motion. The motion was approved with one committee member opposed.
5. Process for revision of General Education requirements will be outlined, so all programs will not have to submit program modification proposals. A degree cover sheet will be provided with four choices to check and/or fill in the blank.
 - a. No action – Degree Program already requires math courses beyond College Algebra, so no change (i.e., Math Education requires 12 math courses beginning with Calculus 1) – signature (for documentation).
 - b. Three (3) hours will be moved to free electives – Technical Change (signatures).
 - c. Degree Program will be reduced by three (3) hours – Technical Change (signatures).
 - d. Degree Program will use this opportunity to revise the degree and clearly define General Education courses and Foundational courses.

Franz indicated that action needs to be taken on this recommendation. Henington moved to approve the general substance of this recommendation. Baldwin seconded the motion. The motion was approved with one committee member opposed.

6. Workflow – Franz will be reviewing all program proposals before the college curriculum committees review them. Before the college curriculum committee receives a program proposal, the college curriculum committee chair will forward the proposal to Franz. After Franz makes the review and any revisions that are requested are made, the college curriculum committee will review the program proposal.

No action is needed. The Guide and Format will include this revision.

7. Shortened format courses – Franz discussed whether the UCCC should begin reviewing shortened format courses again. Several UCCC members mentioned they believed shortened format courses should be determined by the academic departments and not the UCCC.

No action was taken on this issue, and it will continue to be discussed.

8. Credit hours – Franz indicated there will be new guidance on credit hours. A credit hour working group will be established.

No action was taken on this issue, and it will continue to be discussed.

Carr moved to approve the modification of FDM 8100 Creative Component Project in Fashion Design and Merchandising. Henington seconded the motion. The subcommittee that reviewed the proposal observed the numbering systems for the contact hours in the syllabus needs to be reviewed. In the course outline in the syllabus, students may not see the “or” between II and III, so it needs to be clarified. The Project Content Option and the Masters Creative Design Exhibition should both be numbered “II” because students select one. In the catalog description, please include language like “Repeatable for up to 13 total create hours.” so it is clear how it is repeatable. In the syllabus, the phrase “completed to receive a satisfactory grade” should be inserted for the phrase “completed to receive a passing grade.” The course is being revised from pass/fail to normal grading, so a satisfactory grade will be needed. The effective date should be updated. Powney 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 CH 4603 General Biochemistry I and the addition of CH 4613 General Biochemistry II. Roussin seconded the motion. The subcommittee that reviewed the proposals observed for CH 4603 the catalog descriptions on the proposal and the syllabus do not match, and they should. Additional information can be provided under the catalog description in the syllabus. In the proposal the laboratory portion of the course is deleted from the course, but the revised syllabus indicates that a Special Topic lab course (CH 4990) accompanies this course. To cross list CH 4603 and BCH 4603, the courses must be the same. BCH 4603 does not have a laboratory component. The learning objectives and the topics covered should be the same for both courses. UCCC members felt it would be better for the CH and BCH courses to use the same textbook since the textbook will be used for two semesters. For CH 4613 the catalog descriptions on the proposal and the syllabus do not match, and they should. The prerequisite is not in the catalog description in the syllabus. The BCH/CH 4603 prerequisite should be included with the other prerequisites and not in the body of the catalog description. BCH and CH should coordinate to make sure the courses are the same. The learning objectives and the topics covered should be the same for both courses. Henington moved to table the proposals. Priddy seconded the motion. The motion to table was approved.

Carr moved to approve the modification and addition of distance education for COE 6373 Vocational Assessment of Special Needs Persons. Henington 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 EPY 8223 Psychological Foundations of Education. Henington seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Roussin moved to adjourn. Powney seconded the motion. The motion was approved. The meeting was adjourned at 3:30 p.m.

Summary of Recommended Changes:

Change 1: Amend the Non-Voting Members to accurately reflect the current names of the various offices and centers.

Change 2: Add Center for Distance Education, Center for Teaching and Learning, University Academic Advising Center, and Office of Research and Economic Development (as pertains to curriculum related issues with Centers and faculty research) and correct the name of Office of Institutional Research and Effectiveness (one entity).

Change 3: Stipulate that Officers shall include a Vice-Chair to be elected by membership.

Current By-Law:

ARTICLE III COMPOSITION

The UCCC membership shall include voting faculty members, three voting student members and additional non-voting representatives as listed below.

Section 3 The non-voting members shall be:

- A. A representative of the Registrar's Office.
- B. A representative of the Library.
- C. The Secretary employed for the UCCC.
- D. A representative of the Office of Research and Institutional Effectiveness.
- E. A representative of the Information Technology Services.
- F. A representative of the Graduate School.
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Recommended Revision:

Section 3 The non-voting members shall be:

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- ~~G. A representative of the Office of Institutional Research.~~
- G. A representative of the Center for Distance Education.
- H. A representative of the Center for Teaching and Learning.
- I. A representative of the University Academic and Advising Center.
- J. A representative of the Office of Research and Economic Development

Current By-Law:

ARTICLE VI OFFICERS

Section 1 The officers of the UCCC shall be a Chair and a Secretary.
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Secretary- the Secretary shall be a paid employee of the University with responsibility for managing the UCCC office and assisting the UCCC Chair.

Recommended Revision:

ARTICLE VI OFFICERS

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Vice-Chair- to assist the Chair in the execution of duties related to UCCC. The Vice-Chair shall be elected annually at the January meeting by the members of the UCCC. The Vice-Chair shall be a current, elected member of the UCCC with a minimum of one year's experience on the UCCC. The Vice Chair's term shall be from July 1 to June 30 of the school year of election. In the event that the Chair cannot preside at a called meeting, the Vice-Chair will serve as the presiding officer.

Secretary- the Secretary shall be a paid employee of the University with responsibility for managing the UCCC office and assisting the UCCC Chair.

UCCC Approval list:

1. Support the Academic progression of Gen Ed (30 hrs) + Foundation (30 hrs) + Major Courses (60 hrs)
2. Support the definitions of the course levels as described in Academic Progression
3. Approve the following changes:
 - a. Undergrad certificates=endorsements (do not need UCCC approval)
 - b. Grad certificates=post bac & post masters
 - c. Minors must be "in addition to"
 - d. Double major "in addition to"
4. Approve Gen Ed reduction of Quantitative Reasoning to 3 hrs
5. Approve UCCC process for changing Gen Ed revisions so that all programs will not have to submit changes
 - a. Technical Change for Math and other Gen Ed structure changes
 - b. Prefix changes of widely used courses-Dana will notify
 - c. Delete or change # hours-proposing department must have support from affected departments-Departments using course submit a Technical Change
6. Approve the Effective Date to Fall only-except in cases of accreditation needs or clearly established cohorted grad programs
7. Support Progression of workflow-starts with AQ
8. Approve- syllabus review-XX-year rotation
9. Shortened Format Approval discussion
10. Credit hour working group