

University Committee on Courses and Curricula
Mississippi State University
October 21, 2022

Members

- Present: Brian Baldwin, Randy Campbell, Russell Carr, Tom Carskadon, Brian Davis, LaDonne Delgado, Nathan Drake, Dana Franz, Carlen Henington, Stephanie Hyche, Kris King, Carolina Kobia, Brad Lang, Cate Mocal-King, Lynda Moore, Rob Moore, Emily Owen, Tommy Parker, Andy Perkins, George Popescu, Matthew Priddy, Ann Olivia Radicioni, Aswathy Rai, Rebecca Robichaux-Davis, Wendy Roussin, Emily Shaw, James Sobaskie, Jenny Turner, Kenna Vowell, Amy Wilber
- Excused: Kathleen Alley, Padmanava Dash, Trey Howell, Suzanne Powney, Lindon Ratliff
- Proxies: Hayden Miller for Ann Olivia Radicioni, Will Jones for Sam Schuh, Alta Knizley for Lesley Strawderman
- Absent: Jeff Winger
- Guests: Christine Bryan, Santanu Kundu, Andrew Mercer, Peter Ryan, Jack Smith, Christa Winkler, Taylor Yarbrough

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 September 2, 2022 UCCC meeting. Roussin seconded the motion. The minutes were approved.

Franz, Director of Academic Quality, reported that the federal guidelines on shortened format courses have become more stringent. Franz indicated policy is needed to determine if the shortened format has the same rigor and the required contact hours. The information required to determine this is:

1. Justification for offering the course in a shortened format;
2. A description of how the course assignments and projects are adjusted to remain equivalent to a traditional course but occur within the shortened format schedule; and
3. A class calendar that explicitly shows meeting times, student engagement, assignments, etc. and will verify the 45 contact hours. A chart listing 15 topics with 1 hour contact per topic is not sufficient. A contact hour working group will be established.

The courses for May term, Winter session, and summer school will be reviewed. In the contact working group will discuss groupings of minutes with each course period. Implementation will begin in Spring 2023.

Franz indicated all approved program proposals should be effective the Fall of the following year of approval to match the catalog term for students. The recommended effective date for course proposals if also the Fall of the following year of approval, but this is a recommendation only. Franz indicated action the UCCC should take action on these new policies. Henington moved to approve the recommendations. Robichaux-Davis seconded the motion. The recommendations were approved.

Franz reported that course syllabi need review every five years. While a syllabus review policy is currently outlined in an AOP, that policy is not effective. Franz indicated that Mississippi State University is one of the few Southeastern Conference institutions that do not review syllabi on a regular basis. Franz also indicated a syllabus review process will become mandatory, and the process will include reviewing all syllabi that are not currently loaded into the Course Inventory Management software on the UCCC website, reviewing courses older than seven years old, and continue the reviewing the syllabi every five years. The workflow for the new policy has not been determined yet. UCCC members suggested the Faculty Senate would need to review and approve a new policy. UCCC members also suggested that the Syllabus Builder product from Leepfrog may help with the reviews. Carr moved to acknowledge the need for a new syllabus review process. Henington seconded the motion. The motion was approved.

Priddy moved to approve the modification of ADS 4420. Henington seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Priddy moved to approve the modification and addition of distance education to EPP 4543/6543, and the addition and inclusion of distance education for EPP 8373 and EPP 8423. Henington seconded the motion. The subcommittee that reviewed the proposals questioned why participation is worth 20 percent of the grade for EPP 4543/6543 and whether it is equitable that for each unexcused absence, there is a 1% reduction in the final grade up to 10%. For EPP 8373, discussion board participation mentions "quality responses" but syllabus does not define what constitutes a quality response. By using the University Syllabus, some redundancy would be reduced. UCCC members questioned why participation is worth 25 percent of the grade, and for each unexcused absence, there is a 1% reduction in the final grade up to 10%. For EPP 8423, UCCC members questioned why participation is worth 24 percent of the grade. For each unexcused absence, there is a 1% reduction in the final grade up to 10%. Roussin moved to pass the proposals contingent upon the above concerns being addressed. Baldwin seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the addition and inclusion of distance education for PSS 4493/6493. Henington seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Priddy moved to approve the addition of distance education to CRM 3113. Henington seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Priddy moved to approve the addition, inclusion of distance education, and the inclusion of the general education designation for EN 2263; and the addition and inclusion of distance education for FL 4243/6243, FL 4253/6253, and FLC 4403. Henington seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Priddy moved to approve the addition of an undergraduate minor in World Language Teaching, a graduate minor in World Language Teaching, and a post baccalaureate certificate in World Language Teaching. Henington seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Carr moved to approve the addition, inclusion of distance education, inclusion of the Meridian designation, and inclusion of the general education designation for GR 1111 and GR 1131, and the

modifications of GR 1113 and GR 1133. Davis seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Carr moved to approve the addition of distance education for GR 4503/6503, SO 3053, SO 3703, SO 4123/6123, SO 4273/6273, SO 4503/6503, SO 4703/6703, and SO 4733/6733; and the modification and inclusion of distance education for SO 4423/6423. Davis 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 MGT 3813 and MGT 4543. Henington seconded the motion. The subcommittee that reviewed the proposals observed for MGT 3813 on the course proposal, attach a current syllabus at Current Course Syllabus. Then answer "yes" to question about whether syllabus will be revised, and then upload the updated syllabus. Make-up work with an excused absence should be submitted 7 days after the return to campus – not after missing the work. In the Meeting Expectations section of the syllabus, please include more information for distance students for items 2 and 4. For MGT 4543, On the course proposal, attach a current syllabus at Current Course Syllabus. Then answer "yes" to question about whether syllabus will be revised, and then upload the updated syllabus. UCCC members asked if a webcam will be needed for distance learning. Priddy moved to pass the proposals contingent upon the above issues being addressed. Davis seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the addition and inclusion of distance education for HED 8703 and HED 8713. Henington 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 the Educational Specialist concentration in School Administration and the addition of distance education to the Educational Specialist concentration in Teacher Leadership.