

University Committee on Courses and Curricula
Mississippi State University
February 17, 2023

Members

- Present: Randy Campbell, Russell Carr, Tom Carskadon, Padmanava Dash, Brian Davis, Dana Franz, Kate Gregory, Carlen Henington, Trey Howell, Kris King, Brad Lang, Cate Mocal-King, Lynda Moore, Rob Moore, Emily Owen, Tommy Parker, Andy Perkins, George Popescu, Suzanne Powney, Matthew Priddy, Aswathy Rai, Lindon Ratliff, Sam Schuh, James Sobaskie, Lesley Strawderman, Jenny Turner, Kenna Vowell, Amy Wilber, Jeff Winger
- Excused: Kathleen Alley, Nathan Drake, Stephanie Hyche, Caroline Kobia, Rebecca Robichaux Davis, Wendy Roussin, Emily Shaw
- Absent: Brian Baldwin, Ann Olivia Radicioni
- Guests: Jon Barlow, Sally Gray, Kim Hall, Richard Human, Jeff Leffler, Tawny McCleon, Eric Moyen, Mimmo Parisi, Daniel Stevens, Phillip Stockton, Gregg Twietmeyer, Christa Winkler

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 January 27, 2023 UCCC meeting. Priddy seconded the motion. The minutes were approved.

Powney moved to approve the addition of MU 4533. Priddy seconded the motion. The subcommittee that reviewed the proposal asked why the course titles for the MU and MUA course proposals do not indicate the sequence in which the courses are to be taken. Dr. Richard Human and Dr. Daniel Stevens appeared in support of the proposal. Dr. Human and Dr. Stevens indicated it is a national standard that the level of the course be indicated through the course numbering instead of through the title. Dr. Human and Dr. Stevens also explained that it is a national standard that one half hour music lessons/courses equal one contact hour because of the high number of practice hours that are required for each course. A music jury is held at the end of the semester to determine if the number of practice hours required were sufficient. Students also use written and online journals to record their practice hours. The subcommittee recommended approval of the proposal. The motion was approved.

Powney moved to approve the addition of MU 4833. Priddy seconded the motion. The subcommittee that reviewed the proposal observed in the course outline, topics should be subdivided into groupings of three hours or less. Campbell moved to pass the proposal contingent upon the above issue being addressed. Carr seconded the motion. The motion to pass contingent was approved.

Powney moved to approve the modification of MUA 1810 and MUA 2810. Priddy seconded the motion. The subcommittee that reviewed the proposals observed the attendance policies in the syllabi that

require make up work be completed within one week from the absence should instead require make up work be completed within one week of returning to campus. Campbell moved to pass the proposal contingent upon the above issue being addressed. Carr seconded the motion. The motion to pass contingent was approved.

Powney moved to approve the course proposals to add MU 4633, MU 4933, and MU 4951. Priddy seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Powney moved to approve the additions of MUA 1660, MUA 1670, MUA 1680, MUA 2660, MUA 2670, and MUA 2680; and the modifications of MUA 1650, and MUA 2650. Priddy seconded the motion. The subcommittee that reviewed the proposals indicated the punctuation in the prerequisites included in the course description makes it difficult to determine the requirements. Campbell moved to pass the proposals contingent upon the above issue being addressed. Carr seconded the motion. The motion to pass contingent was approved.

Powney moved to approve the addition of MUA 3012. Priddy seconded the motion. The subcommittee that reviewed the proposal observed the contact hours for a class that is a two hours studio are 60 instead of the 30 included in the syllabus. Campbell moved to pass the proposal contingent upon the above issue being addressed. Carr seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the addition of FYE 1003. Priddy seconded the motion. The subcommittee that reviewed the proposal observed a weekly scheduled is included in the syllabus, but contact hours are not listed as required. The class assignments and grade weight should be double checked because strength/MBTI lists 15 points but is only 10% in the table. UCCC members also questioned if all of the learning objectives are measurable. Mochal-King moved to pass the proposal contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the modifications, additions of distance education, and additions of the Meridian designation for HCA 3313 and HCA 3813. Henington seconded the motion. The subcommittee that reviewed the proposals observed under attendance “the student must inform the instructor in advance . . .” should be changed to “as soon as possible . . .” Also under attendance the wording “. . . to justify the **conversation** of an unexcused absence to an excused absence” may need to be reworded to “. . . to justify the **conversion** . . .” Weekly contact hours should be in increments of three (3) or less. A description of how participation points are earned for face to face or online students is needed. A better description of the homework and quizzes should be given. The syllabus indicates that each week students should expect to “complete up to two homework or quizzes and/or spend time preparing for larger assignments,” but no larger assignments are listed in the grading. Learning outcomes should be included in the syllabus. The purpose of a course is not the same as learning outcomes. The current syllabus should be attached under that label, the question about whether the syllabus be revised should be answered “yes,” and then the revised syllabus should be attached. The UCCC members were concerned that one half of the course grade is an exam. R. Moore moved to pass the proposals contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the modifications, additions of distance education, and additions of the Meridian designation for HCA 4013 and HCA 4803; and the addition of distance education and the

addition of the Starkville designation for HCA 4443. Henington seconded the motion. The subcommittee that reviewed the proposals observed under attendance “the student must inform the instructor in advance . . .” should be changed to “as soon as possible . . .” Also under attendance the wording “. . . to justify the **conversation** of an unexcused absence to an excused absence” may need to be reworded to “. . . to justify the **conversion** . . .” Weekly contact hours should be in increments of three (3) or less. A description of how participation points are earned for face to face or online students is needed. A better description of the homework and quizzes should be given. The syllabus indicates that each week students should expect to “complete up to two homework or quizzes and/or spend time preparing for larger assignments,” but no larger assignments are listed in the grading. Learning outcomes should be included in the syllabus. The purpose of a course is not the same as learning outcomes. The UCCC members were concerned that one half of the course grade is an exam. For HCA 4013 and HCA 4803 since the split level buttons have been set to indicate the courses will no longer be a split level course, include that revision in the itemized list and description of changes for each proposal. For HCA 4443 there is little to no description of the weekly summaries (40 points) or how the preceptor’s evaluation (40 points) will be determined. In the syllabus, it indicates course content is “. . . to be determined by the instructor, preceptor, and the student.” The course outline and the assignments should be included in the syllabus to outline the course content. The current syllabus should be attached under that label, the question about whether the syllabus be revised should be answered “yes,” and then the revised syllabus should be attached. R. Moore moved to pass the proposals contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the modifications of EPP 3423 and EPP 4273/6273; the addition and inclusion of distance education for EPP 4443/6443; and the addition of EPP 8443. Henington seconded the motion. The subcommittee that reviewed the proposals observed for EPP 3423 The course description on the proposal and the syllabus should match. UCCC members felt a 3000 level course should have more than four learning objectives. They noted that some objectives have two verbs, so those should be written as two separate objectives. For EPP 4273/6273, EPP 4443/6443, and EPP 8433 the subcommittee observed in the syllabi face to face students take 5 quizzes for 200 points (50% of grade). Distance students take 13 quizzes for 130 points (32.5% of grade) and then can earn 70 points (17.5% of grade) by posting on discussion boards (face to face students do not have a similar requirement). UCCC members observed there appears to be a grading equivalency issue between the face to face and distance students. UCCC members felt a 4000/6000 level course should have more than four learning objectives, and those learning objectives should require higher levels of thinking for senior and graduate level coursework. For EPP 8433, the subcommittee members also observed the course outline indicates 43 contact hours, and the grading scale includes an “E.” Henington moved to pass the proposals contingent upon the above concerns being addressed. Carr seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the addition of an undergraduate minor in Data Science. Henington seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Perkins announced the proposal to add CH 4613 was withdrawn from the agenda.

Rai moved to approve the additions of CO 2551 and CO 2561; and the modification of CO 3502. Davis seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Rai moved to approve the modifications of AN 1543, CO 1542, CO 2523, and CO 2591; and the additions of CO 3512 and CO 3522. Davis seconded the motion. The subcommittee that reviewed the proposals observed for AN 1543 a new proposed 30 characters course abbreviation should be provided since the long course title was revised. Under Method of Delivery, "Online, Internet, Web based" was added. Since Campus 5 is not being added to this course, UCCC members indicated this selection may have been a mistake. For CO 1542, the contact hours need to be included in the tentative weekly schedule. Under shop safety and technical practice, it should indicate how will the grade be determined. UCCC members asked if the course is repeatable each time there is a theatre production. For CO 2523, no concerns were indicated. For CO 2591, under the Methods of Evaluation the grade percentage for the monologue performances should be 70% instead of 90%. UCCC members indicated there needs to be more information about missed assignments. For CO 3512 and CO 3522 UCCC members indicated there needs to be more information about missed assignments. UCCC members also asked how many points are given for attending more than 25 classes. Henington moved to pass the proposals contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Rai moved to approve the addition of AN 4363/6363. Davis seconded the motion. The subcommittee that reviewed the proposal asked what does "upper division Level" mean in the Learning Outcomes. Attendance has a potential of 20 points, but one point can be lost for each unexcused absence after the first one for a maximum of 10 lost points. UCCC members asked if that means everyone will receive at least 10 points. The syllabus indicates prompt attendance is expected but does not outline what that means. UCCC members asked if the prerequisites should be co-requisites, and to make the syllabus shorter, should the Additional Approved Methods (DPPA for FORENSIC REPORTS AND ANNOTATED BIBLIOGRAPHY) be posted on Canvas instead of in the syllabus. Any duplication should be removed, so the syllabus will not be so long since it is currently 15 pages. Howell moved to table the proposal. Campbell seconded the motion. The motion to table was approved.

Rai moved to approve the modification of CO 2531. Davis seconded the motion. The subcommittee that reviewed the proposal observed the support letter lists the course as CO 2011 Voice and Articulation. The current syllabus also listed the course as CO 2011 Voice and Articulation. UCCC members indicated there needs to be more information about missed assignments including how soon a student is required to make up a missed assignment. Henington moved to pass the proposal contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Henington moved to approve the additions of CO 4563, CO 4591, FLG 8553, and GR 8183. Priddy seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Henington moved to approve the additions of CO 3583, CO 3593, and CO 4113/6113; and the modification of CO 4523. Priddy seconded the motion. The subcommittee that reviewed the proposals observed for CO 3583 the learning objectives are not measurable. There needs to be an assessment rubric for the project and the portfolio. For CO 3593, the learning objectives are not measurable. The course is listed as a lecture, but the methods of evaluation reference each week's lab meeting. Clarification is needed. The syllabus does not include information about the weekly projects, the midterm project, and the final project. For CO 4113/6113, in paragraph 2 under the Graduate-Specific Assessment, it indicates that the final paper is worth 50% of the final grade. This conflicts with

40% indicated at the beginning of the section and in the Graduate Assessment. For CO 4523, the learning objectives are not measurable. Mocal-King moved to pass the proposals contingent upon the above concerns being addressed. Davis seconded the motion. The motion to pass contingent was approved.

Henington moved to approve the addition of CO 3541. Priddy seconded the motion. The subcommittee that reviewed the proposal observed the learning objectives are not measurable. The contact hours should be combined with the tentative weekly schedule, so it is easier to understand what is covered each week. Powney moved to pass the proposal contingent upon the above concerns being addressed. Davis seconded the motion. The motion to pass contingent was approved.

Henington moved to approve the modifications of the BA in Communication/Theatre and the minor in Communication/Theatre. Priddy seconded the motion. The subcommittee recommended approval of the program proposals, but the passed contingent CO course proposals on the agenda must clear before the program proposals can be approved. Powney moved to pass the program proposals contingent upon the CO course proposals being cleared of contingencies. Davis seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the addition of ED 8620, the inclusion of the Meridian designation for ED 8620, and the inclusion of distance education for ED 8620. Henington seconded the motion. The subcommittee that reviewed the course proposal recommended approval. The motion was approved.

Priddy moved to approve the addition of HED 8693 and the inclusion of distance education for HED 8693. Henington seconded the motion. The subcommittee that reviewed the course proposal recommended approval. The motion was approved.

Priddy moved to approve the addition of HSPY 9730, the inclusion of the Meridian designation for HSPY 9730, and the inclusion of distance education for HSPY 9730. Henington seconded the motion. The subcommittee that reviewed the course proposal recommended approval. The motion was approved.

Priddy moved to approve the additions, inclusion of the Meridian designation and the inclusion of distance education for ED 8813, ED 9314, ED 9323, ED 9343, ED 9413, and ED 9913. Henington seconded the motion. The subcommittee that reviewed the proposals observed the proposals need to clarify how Campus 5 students will participate in class asynchronous online and how Campus 2 students will participate synchronous online. In the syllabi, clarify how the Campus 5 (asynchronous) and Campus 2 (synchronous) students will be evaluated on participation. In the syllabi, outline if there are any distinctions between Campus 5 and Campus 2 students. Mocal-King moved to pass the proposals contingent upon the above concerns being addressed. Howell seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the addition of HSPY 8413; and the inclusion of the Meridian designation and distance education for HSPY 8413. Henington seconded the motion. The subcommittee that reviewed the proposal observed the proposal needs to clarify how Campus 5 students will participate in class asynchronous online and how Campus 2 students will participate synchronous online. In the syllabi, clarify how the Campus 5 (asynchronous) and Campus 2 (synchronous) students will be evaluated on participation. In the syllabi, outline if there are any distinctions between Campus 5 and Campus 2 students. Mocal-King moved to pass the proposals contingent upon the above concerns being addressed. Howell seconded the motion. The motion to pass contingent was approved.

Priddy moved to approve the modification and addition of distance education to EPY 8690. Henington seconded the motion. The subcommittee that reviewed the proposal observed the syllabus indicates attendance is mandatory but does not cite AOP 12.09. The AOP needs to be cited in the syllabus. The course contains lecture and field experience elements, therefore "lecture" should be added to the Method of Instruction, and "(Three hours lecture)" should be added to the catalog description. The forty-five lecture contact hours will provide the students with three credit hours and additional credit hours will be earned with the field experience. This should be clarified in the syllabus. Mocal-King 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 modifications and addition of distance education to EPY 8933 and EPY 9723. Henington seconded the motion. The subcommittee that reviewed the proposals observed for EPY 8933 the catalog description in the syllabus should match the catalog description on the proposal. The proposal indicates the course is a "two hours lecture, two hours practicum," but in the catalog description on the syllabus a three hours lecture is listed. This should be clarified in the syllabus. The practicum or field component element of the course should be outlined. The syllabus indicates the course does **not** have a field component. The syllabus is not clear how Campus 5 students will take synchronous classes. Attendance is mandatory, but the syllabus does not contain a cite to AOP 12.09. The same AOP should be mentioned concerning late assignments. Make up exam wording should be edited to include that faculty member will work with the student to find a time for the makeup exam. For EPY 9723, there needs to be clarification in the syllabus about when late assignments will be accepted under AOP 12.09. Make up exam wording should be edited to include that faculty member will work with the student to find a time for the makeup exam. Mocal-King moved to pass the proposals contingent upon the above concerns being addressed. Strawderman seconded the motion. The motion to pass contingent was approved.

Mocal-King moved to approve the addition of PE 1003. Carr seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Mocal-King moved to approve the modification, inclusion of distance education, and inclusion of the Meridian designation for the MS in Educational Psychology/Psychometry. Carr seconded the motion. The subcommittee that reviewed the program proposal recommended approval. The motion was approved.

Mocal-King moved to approve the modification, inclusion of distance education, and inclusion of the Meridian designation for the Ed. Specialist in School Psychology. Carr seconded the motion. The subcommittee that reviewed the program proposal recommended approval. The motion was approved.

Mocal-King moved to approve the addition, inclusion of distance education, and inclusion of the Meridian designation for a graduate certificate in School Psychology. Carr seconded the motion. The subcommittee that reviewed the program proposal observed on the proposed curriculum outline, the "Select one of the following" language should be underlined, so it is easier to determine what is required. The course requirements in the curriculum outline equal 32 instead of the 29 that is indicated. UCCC members also pointed out the course requirement hours for this certificate are similar to a Master's degree. The program proposal will have to stay passed contingent until the required course proposals are approved. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Strawderman seconded the motion. The motion to pass contingent was approved.

Mocal-King moved to approve the modification of the EdD in Education/Educational Design. Carr seconded the motion. The subcommittee that reviewed the proposal pointed out the program proposal will have to stay passed contingent until the required course proposals are approved. Priddy moved to pass the program proposal contingent until the required course proposals are approved. Strawderman seconded the motion. The motion to pass contingent was approved.

Mocal-King moved to approve the modification of the MS in Educational Psychology. Carr seconded the motion. The subcommittee that reviewed the program proposal recommended approval. The motion was approved.

Mocal-King moved to approve the addition, inclusion of distance education, and inclusion of the Meridian designation for the Psy.D. in Combined Health Service Psychology. Carr seconded the motion. The subcommittee that reviewed the proposal pointed out the program proposal will have to stay passed contingent until the required course proposals are approved. Priddy moved to pass the program proposal contingent until the required course proposals are approved. Strawderman seconded the motion. The motion to pass contingent was approved.

Mocal-King moved to approve the modification of the MS in Secondary Education. Carr seconded the motion. The subcommittee that reviewed the program proposal recommended approval. The motion was approved.

Howell moved to approve the modification of the PhD in Educational Leadership/Higher Education Leadership. Winger seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Strawderman moved to approve the addition of MU 1242, MU 1252, MU 1553, MU 2152, MU 2281, MU 2981, MU 3133, MU 3533, MU 3633, MU 3833, MU 3933, and MU 4133. Lang seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Strawderman moved to approve the addition, inclusion of the general education designation, and distance education for MU 2183; and the additions of MU 3233 and MU 4433. Lang seconded the motion. The subcommittee that reviewed the proposals observed for MU 2183 the proposal indicates the course would be taught Campus 1 and Campus 5, but the only Campus 5 information included in the syllabus is at the beginning. In the syllabus, the mode of delivery should list face to face and online. In the course outline under III-B-2, the contact hours are missing. For MU 3233 the course outline, topics should be subdivided into groupings of three hours or less. For MU 4433 In the course outline, topics should be subdivided into groupings of three hours or less. Evaluation of student progress needs more detail. A rubric for the graded activities is needed. The syllabus needs to indicate that excused absences are determined by University policy. Mocal-King moved to pass the proposal contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Moore moved to approve the additions of MUA 3052, MUA 3112, MUA 3152, MUA 3212, MUA 3252, MUA 3312, MUA 3352, MUA 3412, MUA 3452, MUA 3512, MUA 3552, MUA 3612, MUA 3652, MUA 3662, and MUA 3672. Dash seconded the motion. The subcommittee that reviewed the proposals indicated the punctuation in the prerequisites included in the course descriptions makes it difficult to determine the requirements. For MUA 3152, In the syllabus, it indicates that “[a]ll students are required to perform a junior recital before advancing to MUA 4152” but MUA 4152 does not list this as a

prerequisite. For MUA 3252 and MUA 3312, in the Evaluation of Student Progress, it indicates that a midterm studio jury is worth 15% if required but does not explain how a student would know if a midterm jury is required. If a midterm jury is not required the evaluation percentages also need to be included. Mocal-King moved to pass the proposals contingent upon the above issue being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Howell moved to approve the additions of MUA 3682, MUA 3712, MUA 3752, MUA 3810, MUA 4012, MUA 4052, MUA 4112, MUA 4152, MUA 4212, MUA 4252, MUA 4312, MUA 4352, MUA 4412, MUA 4452, and MUA 4512. Winger seconded the motion. The subcommittee that reviewed the proposals indicated the punctuation in the prerequisites included in the course descriptions makes it difficult to determine the requirements. For MUA 3712, the information about organ shoes needs to be removed from the syllabus. For MUA 3752 the grade percentage breakdowns under Evaluation of Student Progress on page 3 of the syllabus does not match the Final Grade Percentages on page 4. For MUA 3810 the attendance policy should switch from within one week from absence to within one week of returning to campus. For MUA 4112, MUA 4152, MUA 4212, MUA 4252, MUA 4312, MUA 4352, MUA 4412, MUA 4452, and MUA 4512 the required contact hours for a two hours studio are 60. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Mocal-King seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the additions of MUA 4552, MUA 4612, MUA 4652, MUA 4662, MUA 4672, MUA 4682, MUA 4752, and MUA 4810. Mocal-King seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Carr moved to approve the addition of MUA 4712. Mocal-King seconded the motion. The subcommittee that reviewed the proposal indicated the punctuation in the prerequisites included in the course descriptions makes it difficult to determine the requirements. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Lang seconded the motion. The motion to pass contingent was approved.

Carr moved to approve the addition of the BMP in Performance/Guitar, Instrumental, Keyboard, Vocal. Mocal-King seconded the motion. The subcommittee that reviewed the proposal pointed out the program proposal will have to stay passed contingent until the required course proposals are approved. Priddy moved to pass the program proposal contingent until the required course proposals are approved. Lang second the motion. The motion to pass contingent was approved.

Priddy moved to adjourn. Henington seconded the motion. The motion to adjourn was approved. The meeting was adjourned at 4:45 p.m.