

University Committee on Courses and Curricula
Mississippi State University
March 24, 2023

Members

Present: Kathleen Alley, Randy Campbell, Russell Carr, Tom Carskadon, Padmanava Dash, Brian Davis, Nathan Drake, Dana Franz, Kate Gregory, Carlen Henington, Stephanie Hyche, Kris King, Caroline Kobia, Brad Lang, Lynda Moore, Rob Moore, Emily Owen, Tommy Parker, Andy Perkins, Suzanne Powney, Matthew Priddy, Aswathy Rai, Rebecca Robichaux-Davis, Wendy Roussin, Emily Shaw, Lesley Strawderman, Jenny Turner, Kenna Vowell, Amy Wilber, Jeff Winger

Proxies: Kylie Forrester for Kenna Vowell

Excused: Brian Baldwin, Kate Gregory, Trey Howell, Cate Mocal-King, George Popescu, Lindon Ratliff, James Sobaskie

Absent: Ann Olivia Radicioni, Sam Schuh

Guests: Jonathan Barlow, Scott DiGiulio, Steve Elder, Robert Grala, Matt Lavine, Josh Maples, Anna Osterholtz, Tommy Phillips, Peter Ryan, Courtney Siegert, Ty Stafford, Courtney Thompson, Ashley Vancil-Leap, Jason Walker, 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. Roussin moved to approve the minutes from the February 17, 2023 UCCC meeting. Priddy seconded the motion. The minutes were approved. Perkins announced the May 3, 2023 UCCC meeting will begin at 9:00 a.m. Breakfast and lunch will be provided at the meeting.

Franz announced Dr. David Shaw, Provost and Executive Vice President, appointed a task force to evaluate General Education and how it is assessed. The task force recommended a new General Education Assessment Committee be created that is not part of the UCCC. The UCCC will still review/approve general education proposals, but the UCCC review/approval will be after a review and recommendation is made by the General Education Assessment Committee. The members of the new General Assessment Committee will be appointed by Dr. Shaw, and the committee will be a University Standing Committee. Perkins announced he will propose an amendment to the UCCC bylaws that will delete the UCCC General Education Committee and its oversight over the general education curriculum. Perkins also announced he will propose an amendment to the UCCC bylaws, so that electronic ballots may be used by UCCC members. An email with the bylaw amendments will be sent to UCCC members in the next week.

Dr. Peter Ryan, Executive Vice Provost and Dean of the Graduate School, indicated the work of the UCCC is valued, and he appreciated the UCCC updating its policies.

A member of the UCCC asked when the General Education proposal that reduces math requirements from six credit hours to three credit hours that must be above College Algebra will be approved by the

Deans Council or other University committees and officially placed in the degree requirements. Franz indicated that the proposed new requirement can be placed in program proposals and the catalog now even though the proposal has not received final approval.

Strawderman moved to approve the modification of the BS in Data Science. Alley seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Strawderman moved to approve the modification of the BS in Agribusiness, the modification of the BS in Human Development & Family Sciences, the modification of the BA in Anthropology, and the addition and inclusion of distance education for Applied Sociology. Alley seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Strawderman moved to approve the modification of the BSIS in Interdisciplinary Studies and the modification of the BSIS in Interdisciplinary Studies/Entertainment Technology. Alley seconded the motion. The subcommittee that reviewed the proposals observed for the BSIS in Interdisciplinary Studies that a remaining course must be approved before the program can be cleared of any contingencies. For the BSIS in Interdisciplinary Studies/Entertainment Technology, UCCC members observed that the Pre-Emphasis area is listed in the major core and also in the Entertainment Technology Concentration. UCCC members felt this might be confusing to students. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Strawderman moved to approve the modification of the BLA in Landscape Architecture. Alley seconded the motion. Dr. Jason Walker appeared on behalf of the proposal. The subcommittee that reviewed the proposal recommended approval. The motion was approved with two members abstaining.

Mocal-King moved to approve addition and inclusion of general education for AN 4353; the addition of AN 8183; the addition, inclusion of Meridian, and the inclusion of distance education for IDS 2111; the modification and inclusion of distance education for ACC 3002; the addition and inclusion of distance education for ACC 8153; the addition and inclusion of distance education for ACC 8163; the modification of BUS 4853; and the addition and inclusion of distance education for FIN 8333. Henington seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Mocal-King moved to approve the addition of distance education to PSY 4323/6323. Henington seconded the motion. The subcommittee that reviewed the proposals observed having three syllabi attached as the revised syllabus was confusing. There should be only one revised syllabus that outlines Campus 1 and Campus 5 information for both undergraduate and graduate students. There is a large variation between the face to face instruction and the online instruction. For example, weekly activities and discussions for Campus 5 students are worth 200 points while it is only worth 50 points for Campus 1 students. UCCC members questioned if this was equitable. In the syllabus under Grades, the total points equal 800 instead of the 700 points indicated in the paragraph below the possible points. The syllabi indicate the instructor may change the syllabi. The schedule can be edited, but other elements of a syllabus may not be revised. Priddy moved to table the proposal. Alley seconded the motion. The motion to table was approved.

Moore moved to approve the modification of the undergraduate minor in Foreign Languages. Rai seconded the motion. The subcommittee that reviewed the proposal observed in the program proposal

under the Classical Languages Track, the phrase “courses beyond first year” is vague. UCCC members felt a list of courses would be useful for students. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Moore moved to approve the modification of the BSW in Social Work. Rai seconded the motion. The subcommittee that reviewed the proposal observed part of the modification program proposal is adding BIS 1012 as a course to fulfill a computer literacy requirement. There is not a letter of support from the College of Business acknowledging it would support the course for this program. If the College of Business cannot provide a letter of support agreeing to offer enough sections for the BSW requirement, UCCC members suggested another course could be used. The UCCC also mentioned that while colleges and schools may require a computer literacy course, the University no longer requires one. Roussin moved to table the proposal. Henington seconded the motion. The motion to table was approved.

Moore moved to approve the modifications of the BA in Criminology, the BLA in General Liberal Arts, the BA in History, the undergraduate minor in Medical Humanities, and the BA in Sociology. Rai seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Moore moved to approve the modification of the BS in Kinesiology. Rai seconded the motion. UCCC members discussed that another proposal to modify the BS in Kinesiology that was passed contingent at an earlier UCCC meeting has not cleared its contingencies yet. A UCCC member from the Office of Institutional Effectiveness indicated the proposal on the agenda needed to be reviewed/approved first because it deals with grade requirements. The motion was approved with one member opposed.

Campbell moved to approve the addition and inclusion of distance education for ART 4043 and the addition of ART 4073. Lang seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Campbell moved to approve the additions of ART 4353 and ART 4373. Lang seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Campbell moved to approve the modifications of BCS 2226 and BCS 3116. Lang seconded the motion. The subcommittee that reviewed the proposals observed for BCS 2226 there needs to be more detail in the syllabus about grading. The syllabus indicates “*quizzes, assignments, activities, exams, and projects will be assessed in relation to the criteria of each assignment.*” The syllabus needs to state how many assignments, quizzes, exams, etc. are required and what will be the point value of each. The course description in the syllabus and on the proposals need to match. The current course syllabus needs to be attached to the proposal under course syllabus, the question will the syllabus be revised should be answered “yes,” and the proposed syllabus should be attached at the revised syllabus prompt. For BCS 3116, the subcommittee observed there needs to be more detail in the syllabus about grading. The syllabus needs to state how many assignments, quizzes, exams, etc. are required and what will be the point value of each. On page 2 of the syllabus it states a safety project and a scheduling project will be required. The last page of the syllabus states the scheduling project is worth 60%, and the safety project is worth 40%. No other grading components are mentioned, but the schedule lists exams. The current course syllabus needs to be attached to the proposal under course syllabus, the question will the syllabus be revised should be answered “yes,” and the proposed syllabus should be attached at the

revised syllabus prompt. Priddy moved to pass the proposals contingent upon the above concerns being addressed. Robichaux-Davis seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the additions of distance education for BCS 3413, BCS 3423, and BCS 3433. Lang seconded the motion. The subcommittee that reviewed the proposals observed for BCS 3413 and BCS 3423, the current course syllabi need to be attached to the proposals under the course syllabus prompt, the question if the syllabi will be revised should be answered "yes," and the proposed syllabi should be attached at the revised syllabi prompt. UCCC members asked if the exams are equally weighted. The proposed syllabi should outline the requirements for Campus 2 and the requirements for Campus 5. On the proposals under the distance questions, the third question answer indicates there is no difference in the Campus 2 and Campus 5 courses. The answer and the syllabi should outline the differences. In the syllabi there are no details about the weekly assignments, projects, or exams except for a general rubric, so more detail is needed. Also for BCS 3423, in the syllabus on page 1, it indicates the class is synchronous and hybrid, but there are no details what this will mean. For BCS 3433, the current course syllabus needs to be attached to the proposal under course syllabus prompt, the question will the syllabus be revised should be answered "yes," and the proposed syllabus should be attached at the revised syllabus prompt. On page two of the syllabus, the contact hours equal 43.5. The final exam can be added to the schedule with a value of three contact hours, so the total will be 46.5. In the syllabus there are no details related to weekly assignments, projects, or exams except for a general rubric, so more detail is needed. The syllabus needs to outline the requirements for Campus 2 and the requirements for Campus 5. On the proposal under the distance questions, the third question indicates there is no difference in the Campus 2 and Campus 5 courses. The answer and the syllabus should outline those differences. Winger moved to table the proposals. Alley seconded the motion. The motion to table was approved.

Dash moved to approve the additions of distance education for BCS 3443, BCS 3453, BCS 4413, BCS 4423, BCS 4433 and BCS 4453. Henington seconded the motion. The motion was approved.

Dash moved to approve the modifications of BCS 4116, BCS 4126, and BCS 4443. Henington seconded the motion. The subcommittee that reviewed the proposals observed for BCS 4116 the current course syllabus needs to be attached to the proposal under course syllabus, the question will the syllabus be revised should be answered "yes," and the proposed syllabus should be attached at the revised syllabus prompt. The class should contain 45 hours lecture and 90 hours of laboratory. There are 124 hours listed total, and it is difficult to determine which are lecture hours and which are laboratory hours. The points required for each component are unclear. The percentages are given under "Grading," but a table with points for each exam and project would provide clarity. For BCS 4126 the current course syllabus needs to be attached to the proposal under course syllabus, the question will the syllabus be revised should be answered "yes," and the proposed syllabus should be attached at the revised syllabus prompt. The class should have 45 contact hours lecture and 90 contact hours of laboratory. In the syllabus there are 45 hours of lecture but only 78 hours of laboratory. For BCS 4443 the imbedded link address under Attendance needs to be revised. The text is correct but the link address is not. The Assignments are worth a total of 400 points, and there are 9 Assignments, so each assignment is worth 44.44 points. UCCC members questioned if this was a mistake. The current course syllabus needs to be attached to the proposal under course syllabus, the question will the syllabus be revised should be answered "yes," and the proposed syllabus should be attached at the revised syllabus prompt. Priddy moved to pass the proposals contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Powney moved to approve the modification of EDE 2523. Priddy seconded the motion. The subcommittee that reviewed the proposal observed the method of evaluation on the course proposal does not match the method of evaluation on the syllabus. Henington moved to pass the proposal contingent upon the above concern being addressed. Strawderman seconded the motion. The motion to pass contingent was approved.

Powney moved to approve the addition of distance education to EP 3613. Priddy seconded the motion. The subcommittee that reviewed the proposal observed in the syllabus under Evaluation of Student Progress/Exams, the term “quizzes” is used instead of “exams.” The quizzes section is located above the exam section, so this is confusing. The term “exams” should be used in the “exams” section. Henington moved to pass the proposal contingent upon the above concern being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Powney moved to approve the modification of EPY 8473. Priddy seconded the motion. The subcommittee that reviewed the proposal observed the contact hours in the course outline did not equal the required 45 contact hours for a three hours lecture. Under III in the course outline, the total should be 12 instead of 9. When that number is corrected, the total is 42. If 3 hours are added for the final exam, the total will be the required 45 contact hours. Henington moved to pass the proposal contingent upon the above concern being addressed. Alley seconded the motion. The motion to pass contingent was approved.

Powney moved to approve the addition of distance education for EP 8213; the modification and inclusion of distance education for HED 8010; the addition and inclusion of distance education for HED 8023; the addition of PE 1301; and the addition of PE 1331. Priddy seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Priddy moved to approve the modifications of RDG 3113, RDG 3123, RDG 4133; and the additions inclusion of distance education, and inclusion of the Meridian designation for RDG 3223, RDG 6123, RDG 6133, RDG 6143, and RDG 6223. Davis seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Roussin moved to approve the modification of FO 4203/6203, and the additions of FO 4403/6403 and FO 4703/6703. Robichaux-Davis seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Roussin moved to approve the addition of NREC 1102. Robichaux-Davis seconded the motion. The subcommittee that reviewed the proposals observed in the syllabus one of the “two hours lecture” should be deleted in the course description. The course objectives are not stated as learning outcomes. Course objectives that begin with “understand” are not measurable. In the syllabus, the assignments are in terms of points of points, but the grading scale is in percentages. It would be clearer for students to see the grading scale in terms of points needed for each grade. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Alley seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the modification of CSE 4363/6363; the inclusion of distance education for CSE 8743; the addition and inclusion of distance education for CSE 4343/6343; and the addition, inclusion of distance education, inclusion of Gulf Coast for CSE 4433/6433 and CSE 4783/6783. Robichaux-Davis seconded the motion. The subcommittee that reviewed the proposals observed for

CSE 4343/6343 the prerequisites should be listed in the catalog description on the form. The same catalog description (including the prerequisites) should be included in the syllabus. The University uses WebEX, not Zoom for the lecture hours. The exams and quizzes be mentioned in the course outline. The syllabus should indicate how many quizzes and hands-on exercises will there be. The word "understand" should not be used in the objectives because that is not measurable. For CSE 4363/6363 the course prefix and course number should be on the top of the first page of the syllabus. The same catalog description on the proposal should be included in the syllabus. On the proposal under course syllabus, attach the current syllabus. Answer "yes" to the question about whether the syllabus will be revised. Then attach the revised syllabus there. There should be an exception under the connectivity requirements in case it is outside the responsibility of the student. The support letter is from an earlier proposal, so an updated letter of support needs to be attached. The exams should be in the course outline and schedule. The undergraduate grading policy has an option for 110%. For excused absences, late submissions are due within one week of returning to campus. Specify office hours or how to request them. Three credit hours lecture require 45 contact hours, but only 31.5 hours are outline in the syllabus. Course objectives should be included in the syllabus, and they should be measurable. For CSE 4433/6433 for the method of instruction, lecture and studio have both been selected. One method of instruction needs to be selected. Forty-five contact hours are the required for a three hours lecture. Office hours should be included in the syllabus. The numbers 90, 80, 70, and 60 are duplicated in the grading scale. Within the course outline, "Unity 3D" is 6 contact hours. That segment needs to be divided into contact hours of three or less. UCCC members asked if there will be a textbook or other materials required for this course. For CSE 4783/6783 the word "understand" should not be used in the objectives because that is not measurable. The numbers 90, 80, 70, and 60 are duplicated in the grading scale. The University Syllabus link should be used. The required course requirements (assignments, quizzes, projects, etc.) should be described in greater detail. It would be helpful to include the graduate grading scale beside the undergraduate grading scale. For CSE 8743 the word "understand" should not be used in the objectives because that is not measurable. The numbers 90, 80, 70, and 60 are duplicated in the grading scale. The required course requirements (assignments, quizzes, projects, etc.) should be described in greater detail. UCCC members questioned if the online version of the course will be synchronous or asynchronous. Alley moved to pass the proposals contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass the proposals contingent was approved.

Roussin moved to approve the modifications of the BS in Biomedical Engineering, the BS in Mechanical Engineering, the BS in Biosystems Engineering and the PhD in Computer Science. Robichaux-Davis seconded the motion. The motion was approved.

Roussin moved to adjourn the meeting. Henington seconded the motion. The motion to adjourn was approved. The meeting was adjourned at 4:00 p.m.