

**University Committee on Courses and Curricula**  
**Mississippi State University**  
**September 1, 2023**

**Members**

**Present:** Kathleen Alley (remotely), Tom Carskadon, Russell Carr, Brian Davis, Jagman Dhillon, Nathan Drake, Dana Franz, Donna Gordon, Kate Gregory, Arianne Hainsey, Carlen Henington, Stephanie Hyche, Attila Karsi, Kris King, Brad Lang, Lynda Moore, Rob Moore, Emily Owen, Tommy Parker, Andy Perkins, George Popescu, Matthew Priddy, Aswathy Rai, Rebecca Robichaux-Davis, Amber Robinson, Wendy Roussin, Emily Shaw, Zac Sibbitt, Barry Stewart, Luke Taylor, Brannan Tisdale, Jenny Turner, Kenna Vowell, Will Whittington

**Excused:** Brittany Moore-Henderson, Suzanne Powney, Lindon Ratliff, Lesley Strawderman

**Absent:** Padmanava Dash, Stephanie Hyche

**Guests:** Kayla Carr, Terry Cruse, Scott DiGiulio, Sol Pelaez, Peter Ryan, Mary Stewart, Stephen Williams

Perkins called the meeting to order at 1:30 p.m. in the Coskrey Auditorium of Memorial Hall. Robichaux-Davis moved to approve the minutes from the May 3, 2023 UCCC meeting. Roussin seconded the motion. The minutes were approved.

Dr. Dana Franz, Director of Academic Quality, presented information about the 2023-2024 Guide and Format revision. Franz announced the Guide and Format was reorganized to include the policy information in the front of the document. Specific areas that were addressed were numbering of courses, shortened course format approvals, and a contact minutes worksheet. Franz indicated the new requirements concerning shortened course formats and a contact minutes worksheet will be discussed with the Faculty Senate in Fall 2023 and be used on a trial basis in Spring 2024. Franz also announced Student Learning Outcomes will be reviewed by the College Curriculum Committee, and there should be a minimum of five outcomes. A member of the UCCC questioned if reviewing Student Learning Outcomes would be changing the role of the college curriculum committees. Franz indicated the college curriculum committees should be reviewing the outcomes now.

Dr. Peter Ryan, Executive Vice Provost for Academic Affairs and Dean of the Graduate School, thanked the UCCC committee members for their service and indicated this curriculum work is critically important to the academic process.

Carr moved to approve the additions and inclusion of the Meridian campus designation for NSG 6105, NSG 6115, NSG 6302, NSG 6403, NSG 6503, NSG 7013, NSG 7206, NSG 7225, NSG 7303, NSG 7404, NSG 7421, NSG 7502, NSG 7603, NSG 8302, NSG 8303, NSG 8334, and NSG 8934, and the approval of the program proposal to add an AMSN in Nursing. Lang seconded the motion. Dr. Mary Stewart, Dr. Terry Cruse, and Dr. Kayla Carr appeared in support of the proposals. The subcommittee that reviewed the proposals made the following observations. For all NSG course proposals, courses that have exams do

not list the exams on the Class Schedule, and the exams should be listed. Some of the courses list Exemplars in a separate table but these are not included in the Class Schedule in the order that they will be presented in class. For **NSG 6105**, there is no indication about when the exams will be. Adding the exams to the Schedule will indicate what material will be covered in each exam which is needed. A description for each of the assignments is needed (except exams which is self-explanatory) and what is expected to be acceptable (passing) for both Assessments and Peer Evaluation. The method of evaluation does not indicate how many exams there will be or whether each exam will be counted equally. The syllabus states that the minimum for passing is at least 75% on the exams. This suggests that there is a required level of competency. If so, UCCC members asked about the cutoff for passing the course. For **NSG 6115**, under the class schedule and contact hours, change the wording from “Quiz” to “Exam” to match the Course Assignments section. Under course assignments, a description for each of the validations is needed and what is expected to be acceptable (passing). What is acceptable for passing for Clinical Performance is needed as well. For **NSG 6302**, under course assignments, a description for each of these assignments is needed and what is expected to be acceptable (passing). For **NSG 6403**, there is only one exam listed (final exam), but under the Course Assignments and Methods of Evaluation sections, the term is plural indicating more than one exam. If there is more than a single exam, there needs to be an indication about when the exams will be. This should also indicate what material will be covered in each exam. A description for each of the validations is needed and what is expected to be acceptable (passing). If there is more than one exam, the syllabus should indicate how each exam will be counted. The phrase " students must demonstrate satisfactory validation of competencies to pass the course" needs to be preceded by an asterisk. The syllabus states that the minimum for passing is at least 75% on the exams. This suggests that there is a required level of competency and if so, indicate that in the syllabus. For **NSG 6503**, there is no indication when the exams will be given. Adding the exams to the Schedule will indicate what material will be covered in each exam which is needed. A description for each of these assignments is needed (except exams which is self-explanatory) and what is expected to be acceptable (passing) for both Assessments and Peer Evaluation. The method of evaluation does not indicate how many exams there will be or whether each exam will be counted equally. The syllabus states that the minimum for passing is at least 75% on the exams. This suggests that there is a required level of competency, and if so, indicate that in the syllabus. For **NSG 7013**, a description for each of the assignments is needed and what is expected to be acceptable (passing) for both Assessments and Case Studies. For **NSG 7206**, there is no indication about when the exams will be given. Adding the exams to the Schedule will indicate what material will be covered in each exam which is needed. A description for each of these assignments is needed (except exams which is self-explanatory) and what is expected to be acceptable (passing) for both Assessments and Peer Evaluation. The method of evaluation does not indicate how many exams there will be or whether each exam will be counted equally. The syllabus states that the minimum for passing is at least 75% on the exams. This suggests that there is a required level of competency, and if so, indicate that in the syllabus. For **NSG 7225**, a description for each of the validations is needed and what is expected to be acceptable (passing). What is acceptable for passing for Clinical Performance is needed as well. For **NSG 7303**, a description for each of the validations is needed and what is expected to be acceptable (passing). What is acceptable for passing for Clinical Performance is needed as well. For **NSG 7404**, there is no indication about when the exams will be given. Adding the exams to the Schedule will indicate what material will be covered in each exam which is needed. A description for each of these assignments is needed (except exams which is self-explanatory) and what is expected to be acceptable (passing) for both Assessments and Peer Evaluation. The method of evaluation does not indicate how many exams there will be or whether each exam will be counted equally. For **NSG 7421**, a description for the assignments and rubric is needed and what is expected to be acceptable (passing). The syllabus should indicate what is the acceptable for passing for Clinical Performance is needed as well. There

seems to be a discrepancy between the wording in the Course Assignments and in the Methods of Evaluation. Using similar terminology would be clearer (ex: Are Clinical Judgement Assignments and Lab Assignments the same thing? Competency Validations are not mentioned under Course Assignments). For **NSG 7502**, a description for the assignments and rubric is needed and what is expected to be acceptable (passing). For **NSG 7603**, no additional revisions were listed. For **NSG 8302**, a description for the assignments and rubric is needed, and what is expected to be acceptable (passing) is also needed. For **NSG 8303**, there is only one exam listed (final exam), but under the Course Assignments and Methods of Evaluation sections, the term is plural indicating more than one exam. If there is more than a single exam, there needs to be an indication about when the exams will be. This will indicate what material will be covered in each exam. A description for each of the validations is needed and what is expected to be acceptable (passing). If there is more than one exam, the syllabus should describe how each exam will be counted in the final grade. The syllabus states that the minimum for passing is at least 75% on the exams. This suggests that there is a required level of competency. If so, then indicate what is the actual cutoff for passing the course. For **NSG 8334**, a description for the Validations and Grand Round Presentations is needed, and an explanation of what is acceptable (passing) is needed. The syllabus should explain what is acceptable for passing for Clinical Performance as well. For **NSG 8934**, a description for the assignments is needed and what is expected to be acceptable (passing) is needed. What is acceptable for passing for Clinical Performance is needed as well. For the program proposal, the cover/approval sheet is needed with a justification and learning outcomes. Robichaux-Davis moved to pass the course proposals and the program proposal contingent upon the above revisions being made. Stewart seconded the motion. The motion to pass contingent was approved.

Rai moved to approve the modification of SLCE 1002. Priddy seconded the motion. The subcommittee that reviewed the proposal observed the title on the course proposal needs to be revised to match the revised name on the syllabus. Carr moved to pass the proposal contingent upon the above concern being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Rai moved to approve the modification and addition of distance education for BIO 3233. Priddy seconded the motion. The subcommittee that reviewed the proposal observed on the proposal a current syllabus should be attached the proposal. On the proposal answer “yes” to the question about if the syllabus will be revised. Then attach a revised syllabus in that box in the proposal. The learning objectives need clarification. UCCC members recommended listing four learning outcomes with measurable objectives. The current learning objectives mention reptiles and amphibians. Carr moved to table the proposal. Henington seconded the motion. The motion to table was approved.

Rai moved to approve the modification and addition of distance education for EN 4924/6924 and the addition and inclusion of distance education for FLS 4353/6353. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Rai moved to approve the addition and inclusion of distance education for PH 1073. Priddy seconded the motion. The subcommittee that reviewed the proposal observed the distinctions between Campus 5 and Campus 1 are not clearly stated. It is unclear how students from Campus 5 will be assessed for participating in discussions and other online activities, as mentioned in the course proposal’s Distance Learning Questions. UCCC members questioned if the learning objectives were stated to have measurable outcomes. Carr moved to pass the proposal contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Rai moved to approve the addition and inclusion of distance education for PHI 3193. Priddy seconded the motion. The subcommittee that reviewed the proposal observed this course overlaps with courses taught in other departments such as Math/Statistics, Ag. Econ., and Industrial Engineering. Letters of support should be obtained from those departments indicating they are not opposed to the proposed course due to any overlapping. In the proposal it mentions this proposal could possibly fulfill a general education requirement, but general education approval was not requested. Please clarify this. UCCC members questioned why the course was made repeatable. Stewart moved to table the proposal. Robichaux-Davis seconded the motion. The motion to table was approved.

Rai moved to approve the modification of the BS in Healthcare Administration. Priddy seconded the motion. The subcommittee that reviewed the proposal recommend approval. The motion was approved.

Rai moved to approve the modification of the undergraduate minor in Communication. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Rai moved to approve the modification of the BA in Foreign Languages. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended the ranges of hours in the curriculum outline be removed and italicize the hours on the left side of the curriculum outline table under General Electives. The motion was approved, and the initiator will be asked to make the two small revisions.

Priddy moved to approve the modification of FDM 3573. Roussin seconded the motion. The subcommittee that reviewed the proposal observed in the revised syllabus it indicates the “[q]uizzes will not be reopened due to waiting until the last minute, forgetfulness, or issues with technology, and they cannot be made up after the deadline date.” UCCC members felt this provision was in violation of AOP 12.09. With an excused absence, work can be made up after the deadline date. Issues with technology can also be an excused absence. In the revised syllabus it indicates “[e]xcused absences are extreme and unusual circumstances.” UCCC members felt this was not an accurate statement. The revised syllabus indicates a student needs to notify the faculty member before an excused absence. The UCCC members pointed out an excused absence cannot always be planned. AOP 12.09. The revised syllabus indicates late assignments are not accepted. Under AOP 12.09 late assignments can be accepted if the absence is excused. In the syllabus it directs students to email Engineering distance support for assistance. UCCC members asked if the online version of the course would be synchronous or asynchronous. Henington 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 modification of the MAG in Animal and Dairy Science. Roussin seconded the motion. The subcommittee that reviewed the proposal observed the two sentences about DIS should be combined to be clear about how many hours will count toward the degree. The Journal Club and seminar have only one suggested course each. The UCCC members asked if there are other options to consider. If there are not, UCCC members recommended inserting those specific courses be included in the curriculum. UCCC members observed that most first level graduate statistics courses are four credit hours. The statistics class requirement in the program proposal is listed as three hours. UCCC members questioned if there are any three hours graduate level statistic hours classes. The effective date for this program proposal will be Fall 2024. Robichaux-Davis 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 addition and inclusion of the Meridian designation for ED 2011, the additions and inclusion of distance education for EDX 8043 and EDX 8113, the addition of MU 1101, and the modification of MU 8023. Roussin seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Priddy moved to approve the modifications of MU 2111, MU 2121, MU 3111, MU 3112, MU 3122, and MU 3411. Roussin seconded the motion. The subcommittee that reviewed the proposals observed in the catalog description for MU 3112, it should be four hours studio. In the catalog description for MU 3122 it should be four hours studio. In all of the proposals, the following wording was in each syllabus: "Exams are held one-on-one with the instructor. Students who are unable to attend an exam at the scheduled time must notify the instructor via e-mail or phone on the day of the exam. If a student fails to show up for an exam or has not notified the instructor regarding an exam absence by the next regular class meeting, the student will receive an automatic 'F' for the exam." UCCC members observed this wording was not in compliance with AOP 12.09. Information about excused absences should be included in this section. Robichaux-Davis moved to pass the proposals contingent upon the above concerns being addressed. Roussin seconded the motion. The motion to pass contingent was approved.

Robichaux-Davis moved to approve the addition, the inclusion of distance education, and the inclusion of the Meridian designation for ECE 4683/6683. Priddy seconded the motion. The subcommittee that reviewed the proposal observed there are only two Learning Outcomes and according to the Guide & Format there should be five or more. The syllabus indicates students will be given an opportunity to make up an exam or a quiz if the student has informed the faculty member within 24 hours of the absence. The student should be able to inform the faculty member within 24 hours of the student's return to campus. UCCC members observed the additional requirements for the graduate students were not rigorous enough. The contact hours should be broken down into increments of three or less. Rai moved to table the course proposal. Alley seconded the motion. The motion to table was approved.

Robichaux-Davis moved to approve the addition of CVM 5892; and the additions, inclusion of distance education, and inclusion of the Meridian designation for PCS 2111, PCS 3003, PCS 3103, PCS 4003, and PCS 4112. Priddy seconded the motion. The subcommittee that reviewed the proposals observed for CVM 5892, the catalog description indicates this is a lecture/lab. There are 32 lecture contact hours which are enough for 2 credit hours. There are 14.5 lab hours which would almost one half of a credit for the lab. To increase the course to three hours credit, 15.5 more lab hours would be needed. The initiator needs to determine if the lab hours should be increased to make it a three hours credit course or if the course should remain a two hours credit course. The student learning objectives are not stated in specific measurable statements that are aligned with the methods of assessments. The syllabus does not have an attendance policy. For PCS 2111, PCS 3003, and PCS 3103, the subcommittee observed the course description on the proposal and the syllabus should match, the course objectives were not clearly stated, the descriptions of the course assignments do not give enough detail, and there are no due dates for assignments. For PCS 4003, the course description on the proposal and the syllabus should match. The office hours should be clarified. What 89.5 or 79.5 grade would be on the grading scale should be clarified. There are no due dates for assignments. Contact hours for each major topic that are greater than three hours should be further subdivided. There are two weeks designated as Week 8. One week has a final exam. Another week has topics and final project presentations, so this needs clarification. Roussin moved to pass the proposals contingent upon the above concerns being addressed. Taylor seconded the motion. The motion to pass contingent was approved.

Robichaux-Davis moved to approve the addition, inclusion of distance education, and inclusion of the Meridian designation for PCS 4123/6123. Priddy seconded the motion. The subcommittee that reviewed the proposal observed new letters of support need to be obtained. UCCC members questioned whether a new course title should be selected since this course will be housed in the College of Professional and Continuing studies. The target audience is Secondary Education Majors or Thrive in five STEM MATS students. This does not align with the College of Professional and Continuing Studies. Those are students in the College of Education. The syllabus indicates the course is "EDS 4533/6533" in the "College of Education" and in a department that no longer exists. The College of Education Conceptual Framework is also included. This information needs to be updated. Course objectives are not measurable and/or stated as outcomes. Policies need to be removed from the syllabus that are on the University Syllabus. The University Syllabus should be referenced. The syllabus does not follow the most current syllabus requirements. Within the assessments description the EDS course is referenced. Assignments and assessments are not adequately described. Roussin moved to table the course proposal. R. Moore seconded the motion. The motion to table was approved.

The program proposal to modify the MS in Instructional Technology was withdrawn from the agenda.

Robichaux-Davis moved to approve the addition and inclusion of distance education for the BAS in Public Management. Priddy seconded the motion. The subcommittee that reviewed the proposal observed MAT 1753 needs to be removed from the Curriculum Outline since it is not taught at MSU. UCCC members asked what the purpose of the "University Electives" are. UCCC members asked if there should be guidelines for the Technical Courses in the Discipline. UCCC members question since PS 1113 is a prerequisite for PS 3193 and PS 4703, should it be included in the curriculum. PS 1113 could also be used as a Social/Behavior Science general education requirement. A major code for Public Management should be included in the program proposal. The letter of support from Brian Shoup is confusing because it includes four graduate courses. Roussin moved to pass the program proposal contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Roussin moved to adjourn the meeting. R. Moore seconded the motion. The motion to adjourn was approved. The meeting was adjourned at 4:10 p.m.