

University Committee on Courses and Curricula
Mississippi State University
October 20, 2023

Members

Present: Kathleen Alley (remotely), Randy Campbell, Tom Carskadon, Russell Carr, Padmanava Dash, Jagman Dhillon, Nathan Drake, Dana Franz, Donna Gordon, Kate Gregory, Arianne Hainsey, Carlen Henington, Stephanie Hyche, Attila Karsi, Kris King, Lynda Moore, Rob Moore, Brittany Moore-Henderson, Emily Owen, Tommy Parker, Andy Perkins, Suzanne Powney, Matthew Priddy, Aswathy Rai, Lindon Ratliff, Rebecca Robichaux-Davis, Amber Robinson, Wendy Roussin, Emily Shaw, Barry Stewart, Jenny Turner, Kenna Vowell, Will Whittington

Excused: Brian Davis, Brad Lang, George Popescu, Lesley Strawderman

Proxies: Trinity Baynhan for Luke Tucker, Patton Guest for Brannan Tisdale, William Wood for Zac Sibbitt

Guests: Kari Babski-Reeves (remotely), Esteban Galeano, Richard Harkess, Santanu Kundu, Anna Osterholtz, Peter Ryan, Elaine Wei

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. Perkins welcomed Randy Campbell and Brittany Moore-Henderson as new members. Henington moved to approve the minutes from the September 1, 2023 UCCC meeting. Roussin seconded the motion. The minutes were approved.

Campbell moved to approve the proposals to modify and add distance education to PSS 4341/6341 and PSS 4343/6343. R. Moore seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Campbell moved to approve the additions of AN 4373/6373 and SO 8533, the addition and inclusion of distance education for CO 3373 and LIN 4663/6663, and the modification of EN 4833/6833. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Campbell moved to approve the modification and addition of distance education for PSY 3503. R. Moore seconded the motion. The UCCC members observed Campus 5 students have individual presentations while Campus 1 students have group presentations. UCCC members questioned if this was equivalent. UCCC members also asked if the students in group presentations will receive individual grades. Campus 5 exams and quizzes are scheduled for the weekends. Scheduling exams only on the weekends, may create a hardship on Campus 5 non-traditional students. UCCC members suggested an alternative date for the exams and quizzes should be offered. For Campus 5 students, quizzes are due on the weekend, and UCCC members asked if an alternative date could be offered for this also. In the Campus 5 syllabus, it does not indicate when the exams are due. Carr moved to table the proposal. Rai seconded the motion. The motion to table was approved.

Campbell moved to approve the addition of a BAS in Healthcare Administration. R. Moore seconded the motion. UCCC members observed in the curriculum outline there is a spot for an extra science requirement, but no courses or hours are listed. Under Humanities, it should say “any two general education courses” since there are 6 required hours listed. The same information is needed for Social/Behavioral Sciences. The subtotal line appears to be in the wrong spot and needs correcting. If the new program is for Campus 2 and Campus 5, that information needs to be on the cover sheet. Robichaux-Davis moved to pass the proposal contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the addition of an undergraduate minor in Historic Preservation. R. Moore seconded the motion. The UCCC members observed the cover sheet should indicate the minor is for undergraduates. In the curriculum outline with the caption “Approved Elective Courses” the information “Choose 2” or “Choose 6 hours” should be added. In the last sentence of the paragraph on page 3 of the program proposal, it indicates the minor may be completed by Campus 1 or Campus 5. This wording should be clarified because the required courses of ARC 3323 and ARC 4623 are not approved for Campus 5. While some of the courses may be taken by Campus 5, the cover sheet should indicate this is a Campus 1 minor. The motion was approved. The UCCC Office will ask the proposal initiator to address the concerns listed above.

Stewart moved to approve the addition and inclusion of distance of distance education for EP 4813. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Stewart moved to approve the additions of MU 1401 and MU 4733/6733. Priddy seconded the motion. For MU 1401, UCCC members observed in the syllabus, the assessments are explained but how they are evaluated is vague. It is not described how a student earns full points or loses points and how engagement will be evaluated. For MU 4733/6733 in the syllabus under attendance, it needs to indicate that what constitutes an excused absence is determined by AOP 12.09. Under attendance, it provides that students not present will receive a grade of zero for discussion. Add to the sentence “. . . unless the absence is determined to be excused.” Also under attendance, it provides that student and/or parent phone calls or emails are not acceptable for absence documentation. While phone call or emails are not the complete documentation needed for an excused absence, they are part of the documentation. The statement may need to be rewritten to provide that while phone calls and emails will help notify the faculty member of an absence, additional documentation will be needed. Henington moved to pass the proposal contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the modification of the MS in Instructional Technology. Priddy seconded the motion. UCCC members observed the program is approved for Campus 1 and Campus 5. If the revisions are being requested for both campuses, please indicate that on the cover sheet. Italicize on the left side of the curriculum table any credit hours in the columns that are being revised. Bold on the right side of the curriculum table any credit hours in the columns that are revised. Delete the 4000 levels of the 4000/6000 courses listed in the curriculum table. The motion was approved. The UCCC Office will ask the proposal initiator to address the concerns listed above.

Stewart moved to approve the modify and add distance education to the MS in Educational Psychology Education. Priddy seconded the motion. UCCC members observed on the left (current) and right (proposed) sides of the curriculum outline references to “School Psychometry” need to be changed to “Psychometry.” On page 4 of the program proposal, the wording is changed in the narrative for the General Educational Psychology Concentration. That revision is not listed on the cover sheet under

Summary of Changes. On page 9 of the program proposal, Campus 2 is mentioned. This program is not approved for Campus 2, so this reference should be removed. Henington moved to pass the proposal contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the modification of the MATM in Middle Level Education. Priddy seconded the motion. The proposal seeks to change the name of the major to Elementary Education and change the abbreviation of the major. UCCC members pointed out the curriculum rules have to recognize new majors and abbreviations. The UCCC Chair will work with the College of Education to resolve this issue. Powney moved to table the proposal. Robichaux-Davis seconded the motion. The motion to table was approved.

Stewart moved to approve the modification of the BS in Educational Psychology. Priddy seconded the motion. UCCC members observed the program catalog description includes a revision to the minor. To modify a minor, a separate program proposal should be submitted. In the General Education requirements under English Composition, EN 1163 should be replaced with EN 1104. In the Emphasis Areas on the left side of the curriculum table, please make sure all of the courses that are being revised or deleted are italicized. The courses being added to the Emphasis Areas should have letters of support from the associated departments unless a course is part of the general education curriculum. Henington moved to table the proposal. Robichaux-Davis seconded the motion. The motion to table was approved.

Robichaux-Davis moved to approve the addition of IE 1091. Carr seconded the motion. Dr. Kari Babski-Reeves appeared in support of the proposal. UCCC members discussed why this course is being proposed by an engineering department and why letters of support from the Colleges of Business and Education were not attached to the proposal. The Deans of the Colleges of Education and Engineering are meeting in the near future to discuss this issue. Stewart moved to table the proposal. Priddy seconded the motion. The motion to table was approved.

Robichaux-Davis moved to approve the addition, inclusion of distance education and inclusion of study abroad for CHE 4733/6733. Carr seconded the motion. Dr. Santanu Kundu appeared in support of the proposal. UCCC members discussed most proposals to add courses do not request study abroad approval at that time and what should a proposal to add study abroad contain. UCCC members also observed the syllabus does not indicate if the online version of the class is synchronous or asynchronous. In the syllabus there is no mention of Canvas or how the students will access the class material. The syllabus mentions "Distance students will take the quizzes and exams at a time agreed upon by the student, and instructor". This suggests that each individual online student will have their own personal schedule. UCCC members indicated it may be better if the online student is required to complete the lectures and quizzes for the previous week by a Sunday deadline or something similar. In the syllabus there is a description about the final project and oral presentation, but there is no description concerning the mid-term presentation. In the Course Schedule, the Mid-term exam is located at the end of the schedule. Mid-term suggests that it will occur in the middle. This needs to be revised since, as written, this schedule does not indicate the material that will comprise the exam. More information is needed about the graduate level component of this class and how it is more rigorous than the undergraduate component. Henington moved to pass the proposal contingent upon the above concerns being addressed. Priddy seconded the motion. The motion was approved.

Robichaux-Davis moved to approve the addition of distance education to CSE 4643/6643. Carr seconded the motion. UCCC members observed outlined in the syllabus there are a lot of discussions among students for the in-class Programming Assignments and Individual Lab Assignments. UCCC members questioned how all of the interactions that are easily done for Campus 1 students will be accomplished by the Campus 5 students. For the in-class Programming Assignments, the syllabus states that the students

can follow along on their laptops and ask questions as they progress. UCCC members questioned how a Campus 5 student will be able to accomplish this if they are watching a video and the instructor of the class is not present. Also a student will often gain valuable assistance/information by listening to the questions of other students. It is easy to see how this works in a Campus 1 scenario but not for a Campus 5 student. There is also a Final Project group which will require Campus 5 students to work together. UCCC members questioned how that will work. The course a split-level, but there is a lack of information of how the 6000 differs from the 4000. There are no "graduate level" sections within the syllabus – no mention of the 6000 level version of the course within the syllabus, and vague information within the proposal. There are no relative deadlines for the various methods of evaluation so it cannot be determined if students will know where they stand at mid-semester. Rai moved to table the proposal. Alley seconded the motion. The motion to table was approved.

Carr moved to approve addition of ECE 4683/6683, the addition of distance learning, and the inclusion of the Gulf Coast Campus designation. Robichaux-Davis seconded the motion. UCCC members observed 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. In the syllabus under Methods of Evaluation and Standards of Achievement, the sentence: "These tests are held during class hours (or university examination schedule) for both face-to-face" needs to have the word "both" removed. The Learning Outcomes need to be measurable. Stewart moved to pass the proposal contingent upon the above concerns being addressed. R. Moore seconded the motion. The motion to pass contingent was approved.

Robichaux-Davis moved to approve the additions of IE 4163/6163 and IE 8703, the inclusion of distance education for IE 4163/6163 and IE 8703, and the inclusion of the Gulf Coast Campus designation for IE 4163/6163. Carr seconded the motion. UCCC members observed for IE 4163/6163 in the syllabus under Grading Policies, the Discussion Board Participation grade for the graduate students should be reduced by 10% since the Literature-based Report is 10% for the graduate students. Otherwise, the graduate points add up to 110%. The letter of support should be from the department curriculum committee and should be signed by each member. For IE 8703, the prerequisites should be included in the course description on the course proposal. Grading needs to have final letter grade percentages out to decimal places. UCCC members questioned if Campus 5 students are required to record videos as part of their participation grade, what is the equivalent task for the Campus 1 students. UCCC members asked if the CANVAS discussions are required for both Campus 1 and Campus 5 students. The letter of support should be from the department curriculum committee and should be signed by each member. Henington moved to pass the proposals contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Robichaux-Davis moved to approve the modification of FO 8112. Carr seconded the motion. UCCC members observed in the syllabus under Class Assignments and Weights, there are multiple Assignments, but there are no details about how to complete these assignments or what is required to obtain the percentage credit. The grading scale needs to have final letter grade distribution out to decimal places. In the course outline, 28 class meetings are indicated, but contact hours are not listed. Contact hours need to be included. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Powney seconded the motion. The motion to pass contingent was approved.

Rai moved to approve the additions of PCS 3203 and PCS 3303, the inclusion of distance education for PCS 3203 and PCS 3303, and the inclusion of the Meridian Campus designation for PCS 3203 and PCS 3303. Roussin seconded the motion. The subcommittee that reviewed the proposals recommended approval. The motion was approved.

Rai moved to approve the modifications of PCS 4103/6103 and PCS 4113/6113. Roussin seconded the motion. UCCC members question if Campus 5 students will be at a disadvantage if they do not have access to headsets. A Distance Education UCCC member indicated the online learners can use the required programs without the headsets. The motion was approved.

Rai moved to approve the modification of the proposal to add PCS 4203, the inclusion of distance education for PCS 4203, and the inclusion of the Meridian Campus designation for PCS 4203. Roussin seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Rai moved to approve the addition of CVM 5131. Henington seconded the motion. UCCC members pointed out separate course proposals need to be submitted for the 5000 and the 8000 levels of the course. The first sentence of the letter of support refers to a 4000/6000 split level course. This reference should be removed. Roussin moved to table the proposal. Priddy seconded the motion. The motion to table was approved.

Rai moved to approve the addition of the graduate certificate in ENGAGE VR Creator. Priddy seconded the motion. UCCC members observed IHL requires certificate programs must be greater than 9 semester hours. The summary of the proposal mentions micro-credential instead of certificate. The proposal does not mention this is a post-baccalaureate certificate until page 3, and this information should be on the cover sheet. Split level courses are mentioned throughout the proposal. Only the 6000 levels of the course should be listed since this is a post-baccalaureate certificate. The current AOP 12.08 requires certificates must have a minimum of 12 credit hours. Roussin moved to table the proposal. Henington seconded the motion. The motion to table was approved.

Rai moved to approve the addition of the BAS in Business Office Technology. Priddy seconded the motion. UCCC members observed the information on the cover that the program will be offered on all campuses could be bolded. PCS 3003 mentioned in the program proposal has not received final approval. PCS 3003 should be removed from University Electives and add the notation that the course fulfills the Jr/Sr writing requirement in the Major Core section. The subtotal line is in the wrong spot and is confusing. The letter of support from the College of Education does not include TECH 1273. Roussin moved to pass the proposal contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Roussin moved to adjourn. Henington seconded the motion. The motion to adjourn was approved. The meeting was adjourned at 4:20 p.m.