

**University Committee on Courses and Curricula**  
**Mississippi State University**  
**November 30, 2023**

**Members**

**Present:** Randy Campbell, Russell Carr, Brian Davis, Jagman Dhillon, Dana Franz, Donna Gordon, Arianne Hainsey, Carlen Henington, Kris King, Brad Lang, Lynda Moore, Emily Owen, Tommy Parker, Andy Perkins, Suzanne Powney, Matthew Priddy, Aswathy Rai, Rebecca Robichaux-Davis, Amber Robinson, Wendy Roussin, Emily Shaw, Betsey Smith, Barry Stewart, Lesley Strawderman, Jenny Turner, Kenna Vowell, Wil Whittington

**Excused:** Kathleen Alley, Tom Carskadon, Padmanava Dash, Nathan Drake, Kate Gregory, Rob Moore, Brittany Moore-Henderson, Lindon Ratliff, Emily Shaw, Betsey Smith, Lesley Strawderman

**Absent:** Attila Karsi, George Popescu, Zac Sibbit, Luke Tucker, Brannon Tisdale

**Guests:** Jingdao Chen, Brian Davisson, Richard Harkess, Chris Little (remotely), Christin Rush (remotely), Brian Williams

Perkins called the meeting to order at 9:00 a.m. on November 30, 2023 in the Coskrey Auditorium of Memorial Hall. Robichaux-David moved to approve the minutes from the November 3, 2023 UCCC meeting. Roussin seconded the motion. The motion was approved.

Priddy presented a report from a subcommittee that is proposing a checklist for UCCC members to use when reviewing course proposals. The form also provides a space to recommend revisions to the course proposal. UCCC members provided feedback to Priddy. The Center for Teaching and Learning also has a syllabus checklist that the subcommittee will review. The form may be used in Spring 2024 on a voluntary basis. Priddy indicated a copy of the form will be sent to UCCC committee members, so they may submit feedback to the subcommittee.

A member of the UCCC asked why the monthly UCCC meetings are closed to the proposal initiators and the university community. Franz indicated the meeting are closed, so committee members may speak freely about the course and program proposals. A member of the UCCC asked if this policy meets the Open Meeting requirements and should that issue be revisited.

Perkins announced the elections for the 2024-2025 UCCC Chair and Vice Chair will be held at the January 26, 2023 UCCC meeting. If elected committee members have a nomination, the nomination should be sent by email to [jturner@registrar.msstate.edu](mailto:jturner@registrar.msstate.edu) by 5:00 p.m. on January 22, 2023.

Campbell moved to approve the modification and addition of distance education for PSS 4363/6363. Priddy seconded the motion. The subcommittee that reviewed the proposal recommended approval. The subcommittee observed that the graduate requirements for the course are only worth twenty percent of the

final grade. Franz indicated she would discuss with the Graduate Policy Committee how much graduate requirements should be worth in split level classes. The proposal was approved.

Campbell moved to approve the addition and inclusion of distance education for ADS 4723/6723. Priddy seconded the motion. UCCC members observed the syllabus indicates makeup quizzes and exams “must be arranged at least 3 days in advance with the instructor,” but this is not always possible as recognized in AOP 12.09. The learning outcomes in the syllabus must be measurable. The “self-paced” language should be removed from the syllabus because it makes the course sound like a correspondence course. It is not clear if the prerequisite is junior/senior undergraduate or graduate; and pre or co-requisite of BIO 3304 General Microbiology. UCCC members questioned the rigor of the graduate portion of the course. Graduate students could receive a zero for the graduate portion and still receive a B in the course. Henington moved to pass the proposal contingent upon the above concerns being addressed. Robichaux-Davis seconded the motion. The motion to pass contingent was approved.

Campbell moved to approve the addition of ART 2123. Priddy seconded the motion. UCCC members observed a grading scale should be included in the syllabus. In the syllabus, it indicates students must inform the instructor within 24 hours of an absence, but this is not always possible as recognized in AOP 12.09. In order to provide equivalency, Campus 5 students should be given the option of working in teams to complete the museum project. Henington moved to pass the proposal 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 AAS 2003, CO 2003, and GS 2003. Priddy seconded the motion. UCCC members observed the syllabi need measurable learning objectives. While the link to the University syllabus is included in the course syllabi, information on how to make up an exam/assignment with an excused absence should be included in the syllabi. In the syllabi, provide a place for the office hours and how to contact the instructor. In the syllabi, the LockDown Browser is mentioned, but UCCC members mentioned Honorlock may a better option. Robichaux-Davis moved to pass the proposals contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Powney moved to approve the addition of AAS 4263/6263. Strawderman seconded the motion. The subcommittee that reviewed the proposal recommended approval of the proposal. The motion was approved.

Powney moved to approve the addition of FL 3813; and the addition and inclusion of distance education for FLF 4663/6663. Strawderman seconded the motion. The subcommittee that reviewed the proposal recommended approval of the proposal. The motion was approved.

Powney moved to approve the addition of distance education to PPA 8143. Strawderman seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Powney moved to approve the addition and inclusion of distance education for CO 2303. Strawderman seconded the motion. UCCC members observed the syllabus mentions asynchronous (at top of syllabus) and synchronous (under required technology) delivery for online students. Clarify which method of delivery will be used. The syllabus cites AOP 12.09 but does not mention how late work or make up work will be handled for this class. Campbell moved to pass the proposal contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Powney moved to approve the addition of distance education to CO 4513. Strawderman seconded the motion. UCCC members observed in the proposal under Current Syllabus, the current syllabus for this course should be attached. On the proposal indicate the syllabus will be revised, and then attach the revised syllabus. The syllabus indicates all make-up assignments will be scheduled during instructor office hours. UCCC members indicated there should be a policy for Campus 5 students. UCCC members indicated Honorlock should be used for exams and quizzes. At the bottom of the weekly outline, it indicates the total number of contact hours equals 45, but there are 48 contact hours. Campbell moved to pass the proposal contingent upon the above concerns being addressed. Robichaux-Davis seconded the motion. The motion to pass contingent was approved.

Powney moved to approve the addition and inclusion of Study Abroad for FLS 3423. Strawderman seconded the motion. UCCC members observed in the syllabus contact hours should be broken down into increments of three hours or less. UCCC members asked how active contribution will be judged and graded. 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.

Powney moved to approve the addition of EN 4793/6793. Strawderman seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Stewart moved to approve the modification of the BA in Communication. Lang seconded the motion. UCCC members observed footnote 3 on page 8 of the program proposal is no longer attached to anything in the curriculum table. UCCC members indicated footnote 3 should probably appear on the remaining "Social Science Elective" below the new course, but the proposal initiator needs to clarify. The new course being a CO course changes what was previously allowed in those two Social Sciences Electives. In the curriculum outline, the three credit hours in the column should line up with the wording for "Social Science Elective." Henington moved to pass the program proposal contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the addition of an undergraduate minor in Latin American, Caribbean, and Latinx Studies. Lang seconded the motion. The subcommittee that reviewed the proposal recommended approval. UCCC members observed the coversheet needs to indicate if this is an undergraduate or graduate minor and which campuses will offer it. The note under electives is confusing and needs to be clarified. The motion was approved. The UCCC Office will ask the initiator to address the above concerns and provide the appropriate paperwork.

Stewart moved to approve the modification of PSY 4383/6383. Lang seconded the motion. UCCC members observed the language in the late policy in the syllabus needs to align with AOP 12.09. The cross listing as stated is confusing. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Robichaux-Davis seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the modification and inclusion of distance education for REL 2233. Lang seconded the motion. UCCC members observed the current syllabus should be attached in the Current Syllabus area, then indicate the syllabus will be revised, and attach the revised syllabus in the Revised Syllabus area. In the syllabus the make up policy does not align with AOP 12.09. Include information about excused absences in the makeup policy section. Henington moved to pass the proposal contingent upon the above concerns being addressed. Robichaux-Davis seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the modification and inclusion of distance education for REL 4403/6403. Lang seconded the motion. UCCC members observed the current syllabus should be attached in the Current

Syllabus area, then indicate the syllabus will be revised, and attach the revised syllabus in the Revised Syllabus area. In the syllabus exams are worth 90 points in one syllabus and 100 points in another syllabus. The research paper is worth 85 points in one syllabus and 90 points in another. UCCC members questioned if the point differences were intentional. The makeup policy does not align with AOP 12.09. Please include information about excused absences in the makeup policy information. Henington moved to pass the proposal contingent upon the above concerns being addressed. Carr seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the modification of SO 4153. Lang seconded the motion. UCCC members observed in the course outline in the syllabus the lab hours total 60. In the syllabus under Contact Hours (page 3), it indicates the student will complete at least 25 hours mentoring. UCCC members questioned how the other 35 lab hours are used. Priddy moved to pass the proposal contingent upon the above concerns being addressed. Robichaux-Davis seconded the motion. The motion to pass contingent was approved.

Stewart moved to approve the modifications of SO 8273 and SO 8283. Lang seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Roussin moved to approve the modification of INDT 2123. Rai seconded the motion. UCCC members observed a new letter of support should be attached for the proposal. Powney moved to pass the proposal contingent upon the above concern being addressed. Robichaux-Davis seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the additions and inclusion of distance education for INDT 8143, INDT 8153, and INDT 8253. Rai seconded the motion. UCCC members observed there are several mentions of in class content for asynchronous online classes. Syllabi should be revised to explicitly state that students must be allowed to complete late assignments for all excused absences. Under letters of support, only attach the letters. Currently the entire degree program proposal is attached. In the syllabi, remove the language that the syllabi are subject to change. Only the course calendars can be tentative. The assignments, etc. are not subject to change. Syllabi should indicate details for assignments will be found on assignment sheets. Henington moved to pass the proposals contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Roussin moved to approve the addition of MU 2142. Rai seconded the motion. UCCC members observed the participation grade is 25% and requested a justification should be provided for why the percentage is so high. UCCC members also asked if the daily mini quizzes could be made up if the absence is excused. That information needs to be included in the syllabus. Robichaux-Davis moved to pass the proposal contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Robichaux-Davis moved to approve addition of distance education for CSE 4643/6643. Carr seconded the motion. UCCC members observed in the revised syllabus the only difference between the undergraduate course and the graduate level course is "additional problems." Please add more information about the graduate requirements to the syllabus and add a graduate student percentage breakdown/grading scale. The catalog description on the proposal and in the syllabus should match. In the syllabus, additional information can be added after the catalog description, but make that information a separate paragraph. In the syllabus, the statement that the instructor reserves the right to change course policies and/or the schedule needs to be revised. Only the course calendar can be tentative. The assignments, etc. are not subject to change. UCCC members observed synchronous distance students have the option of joining the WebEx session to interact and ask questions. Asynchronous students should have an option similar to that or the asynchronous section should be removed due to equivalency

issues. Henington moved to pass the proposal contingent upon the above concerns being addressed. Davis seconded the motion. The motion to pass contingent was approved.

Robichaux-Davis moved to approve the addition of IE 1091. Carr seconded the motion. UCCC members observed the Learning Outcomes need to be revised because each contains two consecutive verbs. On the course proposal the grade mode is listed as “normal” instead of “pass/fail,” but the syllabus indicates the course is credit/no credit. If the course is pass/fail, please revise the grade mode on the proposal. There is a letter grading scale listed in the syllabus. UCCC members asked if the grading scale should only indicate the percentages needed for pass and fail. Davis moved to pass the proposal contingent upon the above concerns being addressed. Henington seconded the motion. The motion to pass contingent was approved.

Robichaux-Davis moved to approve the addition of distance education to ME 3113. Carr seconded the motion. UCCC members observed the learning outcomes in the syllabus must be measurable. In the syllabus include a weekly outline of the course and indicate the contact hours (in three hours or less). In the syllabus also include a tentative schedule showing how the same semester content in a shortened format. Define “repeated tardiness” as used referred to in the syllabus. There needs to be a number associated with this since points will be taken away. Expand the grading scale to account for rounding up. On the course proposal, attach the current syllabus in the area provided. Indicate the syllabus will be revised and attach the revised syllabus in revised syllabus area. Davis moved to pass the proposal contingent upon the above concerns being addressed. Lang 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 3003. Carr seconded the motion. UCCC members observed the grading scale percentages should be adjusted to allow consistency in the points for each grade. UCCC members suggested the three hours of review time allotted in the syllabus may be too much. Davis moved to pass the proposal contingent upon the above concerns being addressed. Priddy seconded the motion. The motion to pass contingent was approved.

Robichaux-Davis moved to approve the addition of CVM 5131. Carr seconded the motion. The subcommittee that reviewed the proposal recommended approval. The motion was approved.

Roussin moved to adjourn. Powney seconded the motion. The motion to adjourn was approved. The meeting was adjourned at 11:25 a.m.