



MISSISSIPPI STATE UNIVERSITY™
COLLEGE OF ARTS & SCIENCES

Curriculum Committee Minutes

February 28, 2025

526 Allen Hall

MEETING PARTICIPANTS

Voting: Padmanava Dash, Jarrod Fogarty, Abigail Good, Alicia Hall, Evan Kaplan, Sanna King, Sarah Lalk, Bill Li (proxy for Angelle Tanner), Anna Osterholtz, Ashley Vancil-Leap, Jesse Wade

Non-Voting: Emily Cain, Christa Holloway, Melanie Loehwing, Brandy Roberts

COURSES

PROPOSAL	VOTE	COMMENTS
GG 8113 Isotope Geochemistry	Tabled	<ul style="list-style-type: none">• Update the effective term in the CIM. Courses are not effective until the term following approval.• The Course Description in the CIM should follow UCCC guidelines (including prerequisites and hours) and match syllabus exactly.• Add Course Learning Outcomes in the CIM.• Double check the course repeatability in the CIM and include maximum credits. Can it be taken three times for 9 credits?• Add Lecture Contact Hours in the CIM (3).• “Video conferences” are referenced several times in the Online/Distance Learning questions in the CIM. Clarify if these are meant to be similar to office hours or if they are required, in particular on the question that references peer interaction.• The CIM also references discussion boards, but no discussion boards are mentioned in the syllabus.• Indicate Central Time for online office hours.• Rename the course objectives listed in the syllabus to “Learning Outcomes” and reword to make them observable and measurable. Per UCCC, instead of verbs such as “understand” and “gain knowledge,” utilize Bloom’s taxonomy verbs – identify, analyze, evaluate, etc.• The course schedule should provide more detail regarding the indirect contact activities (include planned readings, etc.).• Add assignment due dates. In what weeks are the proposals, presentations, and exams due?• Show 180 direct minutes for the final exam period.• Consider using discussion boards for online

		<p>students to address the discrepancy with the grade weighting for the research paper discussion/report.</p> <ul style="list-style-type: none"> • Participation in discussions is worth 10% of the grade in the face-to-face section. Clarify how that will be evaluated. • Clarify how exams will be administered. For example, will the online students be required to use proctoring software to align with the experience of face-to-face students? • Remove outdated syllabus statements that are now covered under the University Syllabus.
HI 3373 Gulf Coast History	Passed-Contingent	<ul style="list-style-type: none"> • Correct the capitalization of the “i” in “History” in the CIM. • Add Course Learning Outcomes in the CIM. • Include campus restrictions in the CIM. • The CIM includes face-to-face and online as the delivery methods. Please include Campus 5 and answer the Online/Distance Learning questions that open at the bottom of the form. • Include Lecture Contact Hours in the CIM (3). • If combining attendance into participation, reduce the weight to no more than 10% of the final grade. Otherwise, separate attendance from participation so that attendance does not exceed 10% of the final grade. • In the Late Work Policy, a makeup opportunity must be provided for students who miss discussion due to reasons that fall under AOP 12.09. • Also in the Late Work Policy, under the Distance Participation section, please adjust the “entire week” language. For example, if a student does not have an excuse for the entire week but does have an excuse for the day the assignment is due, are they allowed a makeup opportunity? • Also in the Late Work Policy, Distance Participation section, indicate Central Time. • Include the full University Syllabus link as the hyperlink is broken. • The AOP hyperlinks are also broken. • In the Standards of Achievement section, remove the percentage breakdown since the assignments are all listed as points and a grade breakdown by points is listed just below. Additionally, with the A grade range in that section, change “100%” to “1000.”

LIN 4653 History of the Spanish Language	Tabled	<ul style="list-style-type: none"> • To simplify the proposal, only propose for Campus 1 and include a Campus 1 syllabus. Remove the Campus 8 syllabus. Once approved, a technical change can be submitted for both the LIN and FLS prefixes to add the cross-listing and to add Campus 8 to both. • Add Course Learning Outcomes in the CIM. • Include Lecture Contact Hours in the CIM (3). • The Course Description in the CIM and syllabus need to match exactly. • Show at least one (approximate) office hour per week and indicate Central Time. • Rename the course objectives to “Learning Outcomes” and reword to make them observable and measurable. Per UCCC, instead of verbs such as “demonstrate understanding” and “develop awareness,” utilize Bloom’s taxonomy verbs – identify, analyze, evaluate, etc. • Tie Learning Outcomes to course activities and deliverables more clearly. • Show a course schedule with a generic 15 weeks, no holidays, 150 direct minutes per week, 300 indirect minutes per week, and a 180 direct minute (no indirect) final exam period.
PS 4513 Human Rights	Passed-Contingent	<ul style="list-style-type: none"> • Add Course Learning Outcomes in the CIM. • Include Lecture Contact Hours in the CIM (3). • Also in the CIM, strengthen the Additional Graduate Student Requirements by copying and pasting the information from p. 3 of the syllabus. • In the syllabus, delete the title from the Course Description. It should match the CIM exactly. • In the Course Materials section, change “Canvas e-reservations” to “Library Resources” to help students better identify the correct tab in Canvas. • In the Methods of Evaluation charts, remove “or percentage” from the headings as everything is shown in points. • In the Attendance section, make sure the hyperlink is attached to the entire “AOP 12.09” text. • In Late Work section, give students more time to make arrangements for the exam by editing the text to read that students must make arrangements on the day they return to class or take the exam within a certain timeframe (such as 48 hours). • Adjust the Class Schedule to show a generic 15 weeks and no holidays (remove Spring Break and the 16th week).

SO 4553 Compassionate Social Policy	Passed-Contingent	<ul style="list-style-type: none"> • The Course/Catalog Description in the CIM and syllabus need to match exactly. • Remove the split level in the CIM as this appears to be an error due to the recent system update. • Include Lecture Contact Hours in the CIM (3). • In the Course Description on the syllabus, briefly clarify/explain the concept of the Golden Rule. • Provide more detail in the Learning Outcomes to tie them to assignments more clearly. • Clarify how students will take in-class video quizzes, and if administered through Canvas, clarify contingencies if Canvas or Wi-Fi is down during class time. • Week 15 should show 150 direct minutes and 300 indirect minutes, with a separate final exam period showing 180 direct minutes. • The total direct minutes should show 2250 (150 minutes per week for 15 weeks; final exam period is separate). • Please submit the syllabus in the CIM as a PDF.
ST 4323 Statistics in Finance	Tabled	<ul style="list-style-type: none"> • The Course Description in the CIM and syllabus should match exactly. (The syllabus indicates prerequisites not listed in the CIM.) • If including prerequisites, also list them in the Course Details section of the CIM. • Add Course Learning Outcomes in the CIM. • Include Lecture Contact Hours in the CIM (3). • The syllabus indicates online delivery. As such, please propose for Campus 5 and online delivery, then answer the Online/Distance Learning questions that open at the bottom of the CIM form. • There are several typos in the CIM that should be corrected. • The syllabus lists the course as ST/MA, but the CIM does not include “same as MA” language and an MA proposal has not been submitted. • Add one (approximate) office hour, indicate Central Time, and share how online students may access office hours. • Streamline the Learning Outcomes by adding an opening line such as “Upon successful completion of the course, students will be able to” followed by each bullet point and a Bloom’s taxonomy verb – identify, analyze, compose, etc. • Do not include the final exam direct minutes in the total direct minutes. Show 2250 direct minutes with the 180 direct minute final exam period being separate. • On p. 3 of the syllabus, the Assignments chart appears to be cut off along the bottom. Also in the Grades chart, the heading says Points but appears to be percentages. Please clarify (may be

		<p>remedied with full Assignments chart visible).</p> <ul style="list-style-type: none"> • Please correct broken hyperlinks for Honorlock, AOP 12.09, and the University Syllabus. • Provide more description for the homework assignments. How many will there be? • Clarify how the 6000 level is more rigorous – deeper analysis, knowledge of more advanced concepts, etc. • Check for duplicates in the College of Business and obtain a support letter as needed.
ST 8223 Statistical Models for Option Pricing	Tabled	<ul style="list-style-type: none"> • The Course Description in the CIM and syllabus should match exactly. (The syllabus indicates prerequisites not listed in the CIM.) • Add Course Learning Outcomes in the CIM. • Include Lecture Contact Hours in the CIM (3). • There are several typos in the CIM that should be corrected. • The syllabus indicates online delivery. As such, please propose for Campus 5 and online delivery, then answer the Online/Distance Learning questions that open at the bottom of the CIM form. • Add one (approximate) office hour. • Streamline the Learning Outcomes by adding an opening line such as “Upon successful completion of the course, students will be able to” followed by each bullet point and a Bloom’s taxonomy verb – identify, analyze, compose, etc. • Do not include the final exam direct minutes in the total direct calculation. Show 2250 direct minutes with the 180 direct minute final exam period being separate. • On p. 3 of the syllabus, the Assignments chart appears to be cut off along the bottom. Also in the Grades chart, the heading says Points but appears to be percentages. Please clarify (may be remedied with full Assignments chart visible). • Please correct broken hyperlinks for Honorlock, AOP 12.09, and the University Syllabus. • Provide more description for the homework assignments. How many will there be? • Check for duplicates in the College of Business and obtain a support letter as needed.

PROGRAMS

PROPOSAL	VOTE	COMMENTS
BA in English	Passed	<ul style="list-style-type: none"> • No requested edits; proposal is supported.

Minor in Applied Neuroscience	Tabled	<ul style="list-style-type: none"> • Pending BIO/PSY 3033 approval. • The summary of proposed changes on the degree cover sheet is cut off. • Remove the committee composition and related information from the catalog description on the degree chart. This can be included in the proposal itself, but it should not be in the degree chart as that information will be entered in the catalog. • Include all required elements – justification, learning outcomes, target audience, etc. – separate from and after the degree chart. • Add a footnote to indicate that the core courses cannot double count in electives; the total hours required for the minor are still required, even if additional core courses are taken as electives. • Clarify that no more than 50% of the minor classes may also be allowed to count in the major core of a student's major.
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