



MISSISSIPPI STATE UNIVERSITY™
COLLEGE OF ARTS & SCIENCES

Curriculum Committee Minutes

October 17, 2025

526 Allen Hall

MEETING PARTICIPANTS

Voting: Jarrod Fogarty, Abigail Good, Alicia Hall, Evan Kaplan, Sanna King, Sarah Lalk, Anna Osterholtz, Brandy Roberts, Andrea Spain, Ashley Vancil-Leap, Jesse Wade

Non-Voting: Emily Cain, Christa Holloway, Melanie Loehwing, Angelle Tanner

COURSES

PROPOSAL	VOTE	COMMENTS
AAS 2233 Hip-Hop Cultures	Passed-Contingent	• Update the lecture contact hours in the CIM to show 3. • Upload the correct letter of support.
AAS 4353/6353 Biology and Culture	Tabled	• Indicate in the CIM if the course will be split level. If not, remove the references to graduate students in the syllabus. • Please use commas in place of semicolons in the course description in the syllabus and CIM. • Consider condensing the course learning outcomes. • Update the lecture contact hours in the CIM to show 3. • Show the Office Hours time zone as CT instead of CST. • Include at least one decimal sensitivity in the grading scale. • In the Missed Class & Late Assignments section of the syllabus, please reference AOP 12.09 and clarify that there is no penalty for excused absences. • Please remove the separate contact time table and incorporate this information into the Class Schedule table by adding an additional column. This should show 150 direct minutes and 300 indirect minutes per week, plus 180 direct minutes for the final exam period. • Please upload the syllabus as a PDF. • A support letters from AMEC is needed, and the AAS support letter needs to be current.

BIO 2003 Microbes, Myths, and the Media: Decoding Microbiology	Passed-Contingent	• The course descriptions on the syllabus and in the CIM do not match. • The course learning outcomes are not consistent between the syllabus and the CIM. • Update the lecture contact hours in the CIM to show 3. • As a face-to-face course, a time zone is not necessary. However, if including, please use CT instead of CST or CDT. • Please use points or percentages consistently between the assignment descriptions, Methods of Evaluation, and Standards of Achievement. • The committee noted that a natural science course without a lab would only apply to the third science elective for BA degrees. If the desire is to offer this course as a Gen Ed natural science campus-wide, a lab must be added. • If a lab is added, the committee requires an additional full review before approval may be granted.
CO 2223 Words That Changed the World	Passed-Contingent	• The course learning outcomes are not consistent between the syllabus and the CIM. • Consider condensing the course learning outcomes. • In references to the time zone, please use CT instead of CST or CDT.
CO 3443 Investigative Reporting	Tabled	• The course learning outcomes are not consistent between the syllabus and the CIM. • Please include one learning outcome per box in the CIM. • Include instructor contact information. • Remove the empty Office Hours line or replace with the information shown further down the page. Also update the time zone for office hours to show CT instead of CST or CDT. • Include the ISBN number for required books. • The committee recommends changing the following section titles: ○ Major activities of the course > Assignments ○ Grade weights > Methods of Evaluation • The committee recommends removing information not required as part of the course syllabus, such as the example of a Source Sheet. • Clarify how many Outside Reporting assignments there are to constitute 50% of the overall grade. • Include a detailed attendance policy as this accounts for 10% of the final grade. • In all references to attendance and late work, please reference and link to AOP 12.09.

		• Update the contact time to show 150 direct minutes and 300 indirect minutes per week, plus 180 direct minutes for the final exam period. • Please upload the syllabus as a PDF.
CO 3913 Screenwriting	Passed-Contingent	• Consider condensing the course description. • Clarify the first learning outcome by incorporating “writing.” • Clarify how the 15 points are split between the two Film and TV Screenplays (7.5 each, 5 and 10, etc.). • Explain how participation will be evaluated. • Please use points or percentages consistently between the Methods of Evaluation and Standards of Achievement, and update the section headings on those two charts accordingly. • If the student-athlete policy does not add anything in addition to the standard excused absence policy, remove this section. • Please work with the Department of English to obtain a letter of support and ensure that the EN proposal is also submitted with consistent information.
CO 4903 Advanced Digital Cinematography	Passed-Contingent	• Remove the course title from the course description in the syllabus. This should match the CIM exactly. • Consider include the ART/EN cross-listing on the CO 2904 prerequisite. • The Class Professionalism assignment description notes that three unexcused absences will result in the loss of 100 points. The Attendance section notes a loss of 50 points. • Remove “lecture” from the notation of the weekly indirect minutes. • Consider sharing the proposal with the Department of Art to ensure there is no duplication.
CO 4943 Environmental Multimedia	Passed-Contingent	• Revise the course learning outcomes to speak to the environmental component of the course. • As a senior-level course, consider whether prerequisites are needed.
CO 4953 Creative Media Capstone I	Passed-Contingent	• Update the Method of Evaluation and Standards of Achievement section heads to remove “Points or.” • Include the second decimal in 70.00% for the C grade range. • In the Due Dates section, note that there is no penalty for excused absences/late assignments.

		• The last line of the Attendance section notes that a fourth unexcused absence will result in a loss of points. Please note a specific penalty. • Remove “lecture” from the notation of the weekly indirect minutes.
CO 4964 Creative Media Capstone II	Passed-Contingent	• Include the prerequisite in the course description in the CIM. • Clarify how the Peer Assessment will work, mirroring the level of detail in the proposal for CO 4953. • Update the Method of Evaluation and Standards of Achievement section heads to remove “Points or.” • Include the second decimal in 70.00% for the C grade range. • In the Due Dates section, note that there is no penalty for excused absences/late assignments. • The last line of the Attendance section notes that a fourth unexcused absence will result in a loss of points. Please note a specific penalty. • Remove “lecture” from the notation of the weekly indirect minutes.
EN 2473 Crime and Culture	Passed-Contingent	• The Attendance Policy mentions participation and references “the assignment description above.” The only related assignment is Class Participation/Classwork/Homework worth 15% of the final grade. This could be seen as conflating attendance and participation, allowing attendance to affect more than 10% of the final grade. The committee recommends removing the first line of the Attendance Policy to lessen the chance for confusion. • Consider including a brief rubric to clarify how participation will be evaluated.
LIN 4233 Linguistics for World Language Teachers	Passed-Contingent	• Streamline the explanation of prerequisites in the course description with “recommended.” • In references to the time zone, please use CT instead of CST or CDT. Please include the time zone for Campus 5 quizzes. • Consider editing the course learning outcomes to utilize higher-order verbs on Bloom’s taxonomy.
ST 8143 Introduction to Bayesian Statistics	Passed-Contingent	• Identify at least one office hour. • Include the ISBN numbers for textbooks. • Update the first course learning outcome to replace “understand” with an appropriate verb from Bloom’s taxonomy (compare, apply, etc.).

		• Include guidance on how synchronous online students should proceed if they experience technical problems during class. • Separate each week individually in the Weekly Course Schedule. • Show the contact time for each week as 150 direct minutes, 300 indirect minutes, plus 180 direct minutes for the final exam period.
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