



Curriculum Committee Minutes

April 10, 2026

526 Allen Hall

MEETING PARTICIPANTS

Voting: Abigail Good, Alicia Hall, Evan Kaplan, Sanna King, Sarah Lalk, Anna Osterholtz, Andrea Spain, Angelle Tanner, Ashley Vancil-Leap, Jesse Wade

Non-Voting: Emily Cain, Jarrod Fogarty, Kyndal James, Brandy Roberts, Robert West

COURSES

PROPOSAL	VOTE	COMMENTS
BIO 2302 Introduction to Clinical Laboratory Sciences	Passed-Contingent	<ul style="list-style-type: none">• Update the effective term in the CIM.• Update the course description in the CIM and syllabus to follow UCCC formatting and to match exactly.• In the CIM, list the Course Learning Outcomes individually.• If the prerequisite is meant to be enforced in Banner, please build that into the CIM.• Include only one syllabus file, making sure it is the one with the correct course number.• Edit the grading scale to show that an F grade includes 59.49 points.• Hyperlink AOP 12.09 and 91.123.• In the Missed Assignments Policy section, specify that students must provide their documentation within 24 hours of their return to class instead of the absence itself.• In the Service Animals section, include the instructor's name and update the title of the Disability Resource Center.• Remove the dates from the weekly schedule.• Add content for Week 8 and contact time for Week 15.• Update the total contact time or remove the total entirely.• Provide updated support letters as they are over a year old.
CO 4710/6710 Academic Cultural Experience	Tabled	<ul style="list-style-type: none">• Remove Campus 1 from the CIM.

		<ul style="list-style-type: none"> • Consider specifying “communication” in the course title. • Since the course is repeatable, also clarify if it will function like a selected topics course and consider incorporating that into the title as well. If that is the case, it would also be helpful to supply a syllabus using a sample topic/destination. • Consider moving up the effective term, if desired. • The justification section of CO 4710 mentions graduate students, but the course is not proposed as split-level. • In the CIM and syllabus, follow UCCC guidelines for formatting the prerequisites and credit hours in the catalog description. • Specify if the 2.5 GPA prerequisite is for the overall or MSU GPA. • Enter the enforced prerequisites in the CIM. • In the syllabus Technology section, include laptop or tablet. • Retitle the course outline as such instead of calling it Course Schedule. • Specify that Attendance and Participation will weigh no more than 10% and strongly consider breaking down the weights of each assignment in the second and third assignment sections. • In the breakdown of contact time, do not combine direct and indirect minutes in either the individual sections or the total. The total should specify 2250 direct minutes and 4500 indirect minutes. • The contact time should also incorporate an additional 180 direct minutes that would occur during the final exam week in a 15-week semester.
<p>CO 4853/6853 AI in Public Relations</p>	<p>Passed-Contingent</p>	<ul style="list-style-type: none"> • In the CIM and syllabus, remove “course” from “Three hours lecture.” • Update office hours to show “a.m.” • In the syllabus, retitle course learning objectives to be Course Learning Outcomes. • In the Discussion Boards description, please further define what is considered a “thoughtful reply.” • Clarify if the components of the PR Campaign Design assignment are graded separately. If so, specify how many points each of the steps is worth within the 350 points. • Update the Purdue OWL website information. • In the Attendance section, do not conflate attendance and participation. Please edit for clarity. • In the Course Technology Requirements section, points 4-7 should be listed as one item all together.

		<ul style="list-style-type: none"> • In the Learning Management System – Canvas section, points 3-6 should be listed as one item all together. • Show that the AI Presentation assignment will be due during the Final Exam period on the course calendar.
<p>CO 4913/6913 Screenwriting 2</p>	<p>Tabled</p>	<ul style="list-style-type: none"> • Please consider using a Roman numeral in the course title. • Note that the Course Description section of the CIM is meant to be the official catalog description. Update the course description in the CIM and syllabus to follow UCCC formatting and include the credit hours and EN cross-listing. Additionally, the syllabus lists “or graduate standing” as a prerequisite, so incorporate that into the catalog description prerequisites as well. • In the Enforced Prerequisites section of the CIM, enter the prerequisites as “or.” • In the Target Audience section of the CIM, consider calling this an advanced course instead of intermediate, as well as adding creative writing to the list of interests/target audience. • Consider starting Course Learning Outcomes with the verb, not “to.” • Rewrite the third and fourth Course Learning Outcome to remove the course activity/objective and focus on the outcome (for example, “critique structure, character, and visual writing of various script styles” and/or “evaluate script critiques for effectiveness and implementation”). • On the syllabus, show the class ending time as 3:50 p.m., and do not overlap office hours with class time. • In the Class Assignments section, list the overall percentage each assignment type is worth and consider separating out attendance, classwork, and engagement as separate headings. • Also in this section, explain how “engagement” will be assessed/quantified and if/how the expectation is higher for graduate students. • Clarify that attendance/classwork/engagement is worth just 10% for graduate students. Also in this section, detail the point at which students will start to lose credit toward the 10% allotted for attendance. • Add a brief description of the Story Solution quiz. • In the Due Dates section, clarify that no penalty will be assessed for late work covered by AOP 12.09. • In the Plagiarism section, instead of only noting a grade of zero, also clarify that the case will be submitted to the Honor Code office.

		<ul style="list-style-type: none"> • Clarify the AI policy as it seems somewhat contradictory. • Do not single out one student group (student-athletes). Instead, refer to MSU-sanctioned absences from class. • On the course calendar, note that the full Project Outline is due in Week 4 and that the graduate student first draft is due in Week 13. • The assignment description for Page Presentations says that both undergraduates and graduates will submit this assignment 10 times. However, this homework is listed 11 times for undergraduates and only 9 times for graduate students in the course calendar. • If cross-listing with EN, provide a support letter from that department and consider using a course number that is available under both prefixes. If not cross-listing, edit the course title in the syllabus.
EN 1104 Expanded English Composition I	Passed-Contingent	<ul style="list-style-type: none"> • In the catalog description, place the period outside the parentheses for the prerequisites to be aligned with UCCC format. • In the CIM, list the Learning Outcomes individually instead of by category (remove headings, list as 1-9). • Provide rough estimation of how many Classwork/Homework assignments are part of the grade and if they are equally weighted. • In the Participation Grading Rubric, set the Good category to 40-44 points. • In the Late Work section, hyperlink AOP 12.09. • Update time references to just CT instead of CST. • Consider adding an AI statement, but this is not a requirement.
EN 4143/6143 Science Writing for the Public	Passed-Contingent	<ul style="list-style-type: none"> • In the CIM, clarify the need to adjust from a 3000-level to 4000-level apart from the need for a graduate split-level. • Also in the CIM Course Content section, consider removing the first paragraph • In the catalog description, place the period outside the parentheses for the prerequisites to be aligned with UCCC format. • The Class Assignments section shows the Short Assignments as being worth 30%, but the breakdown shows 20%. Please correct the listing in the Class Assignments section as 20% is correct mathematically. • In the Attendance (Campus 5) Make-up Work section, update the language that refers to “in-class writing” since this section would be asynchronous online.

GS 4913/6913 Gender, Literature, and Film	Passed-Contingent	<ul style="list-style-type: none"> • Remove the “(Same as...)” part of the course description in the CIM and syllabus. That is meant for cross-listed courses, not split-level. • Remove the second sentence of the fourth Course Learning Outcome as course activities are separate from learning outcomes. • The committee recommends using points or percentages, not both. • In the Journal/Participation description, it lists 25 points, but the Grade Calculation chart shows it as 20 points, which is mathematically correct. • Under the Midterm Essay section, either remove “Due Date:” or list the week it will occur. • On the course calendar, list 180 direct minutes for the final exam period and remove “work at home” information. • Update the date on the “Letter for Proposal Edits” to show 2026.
HI 4793 Modern Africa	Passed-Contingent	<ul style="list-style-type: none"> • In the course description in the CIM, remove the extra space in the “same as” information. • List a standard meeting time on the syllabus (MW cannot start before 12:30.) • In the Class Assignments/Attendance section, consider updating the policy for submitting written documentation to be within two weeks of the student’s return to class. Also in this section, clarify when videos are first available each week since students are expected to watch by Monday at 5 p.m. If video is not available until Monday morning, the committee strongly suggests allowing more time for viewing. • In the Methods of Evaluation chart, please title the Midterm and Final consistently with the descriptions just above (removing “exam”). • In the Standards of Achievement chart, update the F grade to show as 0-59.99.
HI 8803 Graduate Colloquium	Passed-Contingent	<ul style="list-style-type: none"> • The catalog description does not match between the CIM and the syllabus. • In the Standards of Achievement chart, update the F grade to show as 0-59.99.

PROGRAMS

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

BS in Human Forensic Science	Passed	<ul style="list-style-type: none"> • No requested edits; proposal is supported.
Minor in Human Forensic Science	Passed-Contingent	<ul style="list-style-type: none"> • Remove the “3” for credit hours beside PH 1113 as it is an option within the 3-4 hours required for that category. Also move the Biological Science hours up to align with the section title. • Include a support letter from Geosciences.