



MISSISSIPPI STATE UNIVERSITY™

COLLEGE OF ARTS & SCIENCES

Course Modifications and Technical Changes

Course modifications and technical changes must be submitted using the UCCC's Course Inventory Management (CIM) system. See the last page of this document for additional details.

UCCC Announcements

!UCCC/CIM Workshop!

The UCCC hosts a once a month workshop for faculty covering the CIM and the general UCCC process. These sessions can cover training in CIM, the timeline and process for

CIM Submission Platforms

[Course Proposals](#)

[Program Proposals](#)

Go to uccc.msstate.edu and click on the **Course Proposals** button.

Course Inventory Management

Search, edit, add, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH will find everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

[Search](#) ☐ Archive ☐ History - OR - [Propose New Course](#) [Quick Search](#)

Course Code	Title	Workflow
2123	History of American Music	
AAS 1063	Introduction to African American Studies	
AAS 4353	Biology and Culture	
ABA 4113	Principles of Applied Behavior Analysis	Banner

Enter the prefix and number of the course to be modified and click **Search**.

ids 4111 ☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status
IDS 4111	Professional Seminar		

Viewing: **IDS 4111 : Professional Seminar**
 Last approved: 08/15/23 4:55 am
 Last edit: 05/16/23 3:58 pm

[Interdisciplinary Studies](#)

Catalog Pages referencing this course

History
 1. Aug 15, 2023 by Melanie Loehwing (mel399)

With the appropriate course displayed, click **Edit Course**.

Contact Information

Contact Name
 Phone
 Email
 Proposer's
 Department

Course Information

Is this a Technical Change?
☐ Yes ☐ No

Enter your contact information.

Indicate if the proposal is for a technical change. If so, only the fields allowed to be edited with a technical change will be activated.

Technical Changes

Technical Change proposals may be submitted to make adjustments that are not substantive in nature. These proposals are only reviewed and approved by the department head, dean, UCCC chair, and provost. They are not placed on an A&S curriculum committee or UCCC agenda. Only the following adjustments are considered a Technical Change:

- Changes to course title
- Changes to repeatability
- Changes to catalog description
- Addition of campus(es), if no change to method of delivery
- Changes to course prerequisites
- Changes to subject code, if supported by all related departments

Title  Elements of Persuasion
78 characters remaining

Abbreviated Title  Elements Of Persuasn
10 characters remaining

Subject Prefix CO - Communication

Course Number 4253 Course Numbers in Use

Academic Level 01 - Undergraduate

Is this a split level course?

Code	Title		
CO 6253	Elements of Persuasion		 

Department 0425 - Communication

College or School 04 - College of Arts & Sciences

Effective Term Select...

CIP Code 231304
Rhetoric and Composition. [Find...](#)

Adjust the basic course information as intended.

If a course is numbered at the 4000 level, additional options will open to remove an existing split level or propose adding a split level.

College of Arts & Sciences

Interdisciplinary Studies (IDS)

IDS 1001 Introduction to Study Abroad

IDS 2111 Introduction to Interdisciplinary Studies

IDS 2990 Special Topic in Interdisciplinary Studies

IDS 4000 Directed Individual Study in Interdisciplinary Studies

IDS 4111 Professional Seminar

Quick Add: Add

Add Selected Close

If adding a split level, a new window will open.

Select A&S and your department in the drop-down menus.

To add the new graduate-level course number, type in the full prefix and number, click Add, and then Add Selected to have the form populate the new course number into the proposal.

As a new course, the error shown below is normal and acceptable.

Code	Title
IDS 6113	*** Course Not Found ***

NOTE: A modification to add split-level should be accompanied by a duplicate, new course proposal at the 6000 level.

Effective Term

CIP Code

Find...

Enter the Effective Term (at least one semester following the proposal) and the CIP Code, using the Find tool as needed.

Campus Restrictions

☒ Campus 1, Starkville

☒ Campus 5, Distance

☐ Campus 2, M

☐ Campus 6, G only)

☐ Campus 8, Study Abroad

Is this course to be on the General Education core?

☒ No ☐ AdvantaGE

Select all campuses for which the course is being proposed.

If proposing for Campus 5 or AdvantaGE, additional question fields will open at the bottom of the form. See the following pages for more information.

Course Details

Course Description

(Prerequisite: CO 1223). Three hours lecture. A study of the motivation of audiences and techniques of persuasive campaigns and communications.

Enforced Pre-requisites in Banner

Enforced Pre-requisites in Banner

Minimum grade of D for each course

<u>CO 1223</u>	Introduction to Communication Theory	3
----------------	--------------------------------------	---

If changing the course description, follow the required format.

Prerequisites may be added or removed. Click the edit button to open a separate window.

Enforced Pre-requisites in Banner

College of Arts & Sciences

Communication (CO)

- CO 1001 First Year Seminar
- CO 1003 Fundamentals of Public Speaking
- CO 1013 Introduction to Communication
- CO 1021 Overcoming Communication Apprehension
- CO 1093 Honors In Oral Comm
- CO 1403 Introduction to the Mass Media
- CO 1423 Hist Of Mass Media
- CO 1503 Introduction to the Theatre
- CO 1513 Theatre Practicum #1
- CO 1523 Theatre Practicum #2
- CO 1533 Theatre Practicum #3
- CO 1542 Technical Theatre Practicum
- CO 1543 Theatre Practicum #4
- CO 1550 Technical Theatre Practicum
- CO 1553 Theatre Practicum #5
- CO 1563 Practicum #6
- CO 1903 Introduction to Cinema

Quick Add: Add

Add Comment Entry

CO 1223 Introduction to Communication Theory

>>

<<

Comment:

Sequence:

Or Class:

Hours:

☐ Indent

Minimum Grade:

☐ Concurrent

Move Up Move Down

Use the drop-down menus, Quick Add function, and arrows as needed to add or remove prerequisites.

Use the "Or Class" box to list either/or options.

Check the Concurrent box as needed.

Course Learning Outcomes

Course Learning Outcome	
1.	

May the course be repeated for credit?
☐ Yes ☒ No

Grade Mode

Edit the Course Learning Outcomes (minimum four), repeatability, and/or grade mode if needed.

Course Modification

Itemized List and Description of Changes

Summary of proposed change(s)

Course Content

Method of Instruction

☐ Clinical Instruction (H) ☐ Correspondence (M)
☐ Dir Ex Study/Pract/Co-Op/Intern (E) ☐ Dir. Individ. Study, Spec. Prob (I)
☐ Dissertation or Thesis (D) ☐ Laboratory (L)
☒ Lecture (C) ☐ Lecture/Lab (B)
☐ Non Credit Producing Lab (K) ☐ Seminar, Workshop, Forum (S)
☐ Student Teaching Field Exp. (F) ☐ Studio (Q)
☐ Study Out-of-Country (A) ☐ Study Out-of-State (N)
☒ Not Used (Old Online or Web) (O)

Method of Delivery

Delivery Method

Course Credits

Course credits should be entered as the number of credit hours earned (i.e., 3).
 If the credit to be awarded will be variable, use a range (i.e., 1-6).
 If a non-credit lab is an option, include both a 0 for the lab and the credits for the lecture portion (i.e., 0,3).

Lecture Contact Hours

Course Syllabus (contact hours required in syllabus)

Will the syllabus be revised?
☐ Yes ☒ No

Uploaded Files:

 Files To Be Uploaded:

Summarize the proposed changes and address any changes to course content.

If changing Method of Instruction, adjust contact time as needed. See UCCC Guide and Format for contact time requirements by method of instruction.

If changing the delivery method to add online, additional fields will open at the bottom of the form. See the following pages for more information.

Course credits must coincide with contact hours per UCCC guidelines.

Contact Hours refers to total hours per week.

Upload a syllabus following all UCCC guidelines and indicate the revision as appropriate.

Justification

Target Audience

Additional Graduate Student Requirements

Letter of Support

Effect on Other Courses

Attach Letters

Uploaded Files:

Files To Be Uploaded:

Cancel Save Changes Submit

Provide a justification for modifying the course, as well as the intended target audience.

If adding split level, address the rigor of the graduate offering.

Upload a letter of support signed by your departmental curriculum committee.

If the modification will have an effect on other courses, explain the anticipated impact.

NOTE: You may save and revisit the proposal as you work in stages. Clicking "Submit" will route the proposal to your departmental curriculum committee chair to begin the formal review process.

Online Delivery and AdvantaGE Proposals

Proposals to offer a course with online delivery or to include a course in AdvantaGE (general education) will require additional information.

Online/Distance Learning

How will the instructor engage in appropriate communication with individual online/distance students (i.e. office hours, after class discussions, etc.)?

How will online/distance students interact with their peers?

What will be the differences in the face to face and the online versions of the course?

What is the justification for the online/distance learning offering?

When courses are proposed for both face-to-face and online delivery, it is important to show as much congruence as possible between the two delivery methods.

AdvantaGE

AdvantaGE

Select...



Domain

Domain Learning Outcome Alignment

Description of Signature Assignment(s)

Signature Assignment Assessment

AdvantaGE courses must meet specific guidelines.

For more information and assistance, visit advantage.msstate.edu.

Items to Gather

Sample Syllabus

For course modifications, a revised course syllabus must be included with the proposal. The revised syllabus must include the following elements:

- | | | |
|---|--|---|
| ☐ Course number, name, and section | ☐ Learning outcomes (at least four) | ☐ General class information |
| ☐ Instructor name, contact information, and office hours | ☐ Course materials, required and optional | (attendance and late work policy required; all must align with AOPs) |
| ☐ Course description | ☐ Class assignments with due dates | ☐ Distance information, if applicable |
| ☐ Class schedule and approximate due dates, including final exam | ☐ Methods of evaluation and standards of achievement, including points/percentages and course grading scale | ☐ Link to University Syllabus (found on Provost's website) |

Syllabi must also include an accounting of the total contact hours broken down by topics covered in the course. Syllabi are submitted for review purposes only. It is expected that over time syllabi might be slightly altered to reflect updates within the discipline. For this reason, it is recommended that syllabi submitted with a course modification proposal include required elements only. Visit cas.msstate.edu > Faculty & Staff > Curriculum Development or email curriculum@deanas.msstate.edu for a template.

Letters of Support

Both technical changes and modifications require letters of support less than a calendar year old.

Technical Changes:

- Letter from department curriculum committee
- If the course is cross-listed, a letter from all cross-listed departments is required.

Modifications:

- Letter written by department curriculum committee chair with the names of all committee members and signatures indicating approval
- If no department curriculum committee exists, the letter should be written by the degree program coordinator and include names/signatures from all program faculty.
- If the modified course is cross-listed, a letter of support is needed from each department.
- If the modified course forms a significant part of the requirements of another department, a letter from that department head stating their reactions to the modification must be included.

Answers to Prepare

Online/Distance

If the course will be offered online/distance, the following must be answered:

- ☐ How will the instructor engage in appropriate communication with individual online/distance students (i.e. office hours, after class discussions, etc.)?
- ☐ How will online/distance students interact with their peers?
- ☐ What will be the differences in the face to face and the online versions of the course?
- ☐ What is the justification for the online/distance offering?

Online/distance proposals must also include detailed information on the measures that will be put in place to deter academic misconduct (random ordered questions, time sensitive exams, proctored exams, new/revised exams each semester, etc.).

Additionally, online/distance proposals must include the target audience (professionals, military personnel, high school students, students at other institutions, etc.) and who will be allowed to enroll in the course/program (distance students only or any student).

AdvantaGE (General Education)

If the course will be modified for approval as AdvantaGE, the following must be addressed:

- ☐ AdvantaGE syllabus statement specific to the course
- ☐ Domain Learning Outcome Alignment
- ☐ Description of the Signature Assignment
- ☐ Signature Assignment

Visit advantage.msstate.edu or contact the General Education Committee chair for more information.

Things to Consider

Effective Date

Modifications are effective the semester after approved; likely to take three months after submitting at college level

CIP Number

Is a new number warranted?

Catalog Description

As it will appear formally

Repeat for Credit

If the course can be repeated for credit, how many times?

Grading Mode

Normal grading or pass/fail

Effect on Other Courses

If the modification will affect other departments, letters of support will be required.

Method of Instruction/Delivery

Taught as lecture, lab, lecture/lab, study abroad, etc.? Offered face to face, online, etc.?

Target Audience

If offered as a distance course, this must be identified.

Approval Stages and Timeline

All new course proposals must be approved by the department curriculum committee, department head, A&S curriculum committee, A&S dean, UCCC, and the provost.

The A&S curriculum committee and UCCC meet once a month during the academic year. Proposers should expect the full approval process to take approximately three months minimum, excluding the summer months.

All A&S and UCCC submission deadlines and meeting dates are available on the College of Arts & Sciences [Curriculum Development](#) web page.

Proposers are notified of the proposal's outcome at the college and university stages by the appropriate staff and/or curriculum committee chair. The most common outcomes of the A&S curriculum committee and UCCC are:

Passed

The proposal is forwarded to the next stage of review/approval.

Passed-Contingent

The proposal needs minor revisions that the committee chair may independently review and approve. The proposer will be notified by email with requested revisions. The committee chair reviews and approves the revised proposal. No further review by the full committee is necessary.

Tabled

The proposal was not approved because it has significant deficiencies and requires additional clarification and revision. The proposer will be notified by email with necessary revisions. Once resubmitted, the proposal will be placed on the next meeting agenda of the committee that tabled the proposal (A&S or UCCC).

The A&S Curriculum Committee membership, meeting minutes, and a syllabus template are available on the College of Arts & Sciences [Curriculum Development](#) web page.

UCCC logs, change notices, meeting minutes, and current agendas and proposals are available on the University Committee on Courses and Curricula [Archive](#) web page.

Additional Assistance

For any questions related to curriculum development, including proposal reviews before submission, please email the A&S Academic Affairs office at curriculum@deanas.msstate.edu.

Additionally, see the [UCCC Guide and Format](#) for detailed information.