



September 9, 2026

On September 4, 2026, the UCCC released an updated Guide & Format for the 2026-2027 academic term. Review of this document has identified two major changes that will need to be incorporated into all course proposals moving forward.

1. All Letters of Support need to be signed by majority of department/program faculty members and each signature must be dated. The inclusion of a date is required for both digital and physical signatures. These dated signatures are in addition to providing a date for when the letter was written. See page 8 of the UCCC Guide & Format for the additional components required in Letters of Support.
2. Contact time needs to be reported in 'hours', instead of in 'minutes'. Both Direct and Indirect contact time must be detailed in the Course Outline. The required contact hours per credit hour is based on the instructional method (i.e. Lecture, Lab, Clinical Instruction, or Internship) and is available on page 24 of the UCCC Guide & Format.

In addition to addressing the requested modifications outlined in the Curriculum Committee Minutes document, please make sure to also address these two important changes in all course proposal resubmissions.

Please reach out if you have any questions,

Donna M. Gordon
2026-2027 College of Arts & Sciences Curriculum Chair



MISSISSIPPI STATE UNIVERSITY™
COLLEGE OF ARTS & SCIENCES

Curriculum Committee Minutes

September 4, 2026

526 Allen Hall

MEETING PARTICIPANTS

Voting: Carly Bahler, Abigail Good, Donna Gordon, Alicia Hall, Sarah Lalk, Meg Marquardt (proxy for Andrea Spain), Anna Osterholtz, Christine Rush, Angelle Tanner, Ashley Vancil-Leap, Jesse Wade

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

COURSES

PROPOSAL	VOTE	COMMENTS
CH 1113 Science in Cinema	Passed-Contingent	• Recommend providing the syllabus as a PDF. • Change the Lecture Contact Hours in the CIM from 45 to 3 as this is meant to reflect the weekly contact hours. • Replace the text in the AdvantaGE section of CIM with that provided in the AdvantaGE Course Migration document provided to the chair. • Recommend adding a section header before the Gen Ed/AdvantaGE information in the syllabus to separate it from the Course Description. • Add a table that identifies the streaming services students will need to access assigned videos and include an estimate of the associated costs. • Consider showing assignments and final grade scale in either points or percentages. • Show final grade scale with two-decimal sensitivity. • Include the full University Syllabus paragraph. • Remove the semester-specific dates from the weekly calendar; show only 15 weeks of content plus the final exam period. • Show 3 contact hours per week (45 total plus 3-hour final exam period).
CO 4353/6333 Event Production	Tabled	• The course number for the graduate level needs to be updated to mirror the undergraduate level, and both should be listed identically in the syllabus.

		• The catalog description should be formatted as outlined in the UCCC Guide & Format (page 18) and identical across the CIM and syllabus. • Remove reference to the scheduling term from the course description. • The second paragraph of the course description in the CIM can be removed as it is redundant. • The Learning Objectives in CIM and the syllabus need to match. • It is recommended to show CT instead of CST for office hours. • Clarify undergraduate vs graduate work and expectations in the assignment descriptions. • In the Event Staffing description, recommend editing out “attend” as this is encompassed in “working” in a support position. • The hyperlink in the Classroom Misconduct section is broken. • Clarify the penalty for cell phone use and remove references that cell phones are banned (although you can note a ban of cell phone use). • Edit the AI Policy section as the AI writing detection function is no longer available in Turnitin. • Provide attendance statement and reference AOP 12.09 along with a late work statement. • Show when each assignment is due in the course calendar/schedule. • Provide a full-term weekly calendar, showing 15 weeks of content plus the final exam period, with 2 lecture and 2 lab contact hours per week (plus 3-hour final exam period). • Both lecture and lab content/activities need to be provided on the weekly calendar. • Recommend adding to the Class Assignment section the percent weight for Undergraduates along with the Graduate values.
CO 4923/6923 AI & Creative Media Production	Tabled	• The catalog description in the syllabus should be carried over as the course description in the CIM. • Consider higher order Bloom’s taxonomy verbs for first two learning outcomes since this is a split-level class. • In the course materials section, remove the ASIN and only provide an ISBN. Also clarify if students will have the choice to only use free AI platforms. If they will be required to use a paid platform, provide cost information. • The grading table percentage does not match the description for Class Attendance/Classwork/Engagement. • Under the Class Attendance/Classwork/Engagement description,

		do not specify what constitutes an excused absence. Instead, reference AOP 12.09. • Clarify what Classwork entails (how many assignments, how often) and how Engagement will be evaluated separate from attendance. • Specifying “meeting deadlines” as part of the Classwork grade is redundant and would cause an excessive penalty as there is already a penalty for late submission of individual assignments. • Clarify whether AI use is permitted for all listed assignment descriptions for consistency. • In the AI Final Film description, specify how the additional requirements for graduate students factor into the grade, addressing if the essay fits within the overall 20% or is separate. Additionally, clarify if the film screening and essay writing will all happen within the 3-hour final exam period and address feasibility. • In the Due Dates section, edit “letter grade per day late” to reflect a percentage. • Clarify the penalty for cell phone use and remove references that cell phones are banned (although you can note a ban of cell phone use). • Edit the AI Policy section as the AI writing detection function is no longer available in Turnitin. • Week 7 specifies that pitch decks are due on the Monday of Week 10, but that is not clearly shown on Week 10. • Week 9 shows Midterm Exam but that is not listed as an assignment in this course. • Recommend listing on the Course Schedule when assignments are due.
CO 4933/6933 Production Design	Passed-Contingent	• Make “hours” plural in the course description. • Clarify “first day” and start time of 10% daily deduction for late assignments. • The Stage vs. Camera Translation Exercise description for undergraduates references “their project” while the graduate description specifically references the Environmental Storytelling project. Add this level of clarity to the undergraduate description. • Specify undergraduate vs. graduate-only assignments on the course calendar – see Weeks 3, 6, and 11. • Clarify that there is no penalty for late work covered under excused absences and specify guidelines for submission of documentation. • Add a chart listing all assignments for Undergraduates and a second one for Graduate students to show the total 100% for the sake of clarity for students.

CO 4950/6950 Producing and Crowdfunding	Passed-Contingent	• Adjust the course numbers to fit within UCCC guidelines. For a three-credit course, the last digit must be a 3. • The catalog description in the syllabus should be carried over as the course description in the CIM; format as outlined in the UCCC Guide & Format (page 18). • Remove specific references to reasons for excused absences and only reference AOP 12.09. • The Methods of Evaluation chart for graduate students does not need to specify undergraduate vs. graduate in the total. • Clarify the penalty for cell phone use and remove references that cell phones are banned (although you can note a ban of cell phone use). • Edit the AI Policy section as the AI writing detection function is no longer available in Turnitin. • Clarify how groups will be determined and work to complete each part of the Final Crowdfunding assignment. Consider simplifying this section. • Reorganize the class schedule to clarify when an assignment is introduced in class vs. when the assignment is due. Also clarify homework vs. assignments and keep assignment titles consistent in all references. • Provide clearer guidance for the undergraduate extra credit opportunity, addressing the total amount of extra credit possible. • Class attendance, classwork, engagement listed as 20% in Assessment description section of syllabus but 10% in Method of Evaluation section. • In the Due Dates section, edit 'letter grade per day late' penalty to reflect a percentage. • Specifying "meeting class deadlines" as part of the Classwork grade is redundant and would cause an excessive penalty as there is already a penalty for late submission of individual assignments.
CO 8903 Capstone Production Prep	Tabled	• The catalog description should be identical across the CIM and syllabus; format as outlined in the UCCC Guide & Format (page 18). • The Course Learning Outcomes should also match across the CIM and syllabus. The committee recommends using the outcomes shown in the syllabus. Also edit the outcomes as needed to better align with Bloom's taxonomy, removing verbs such as "understand" or "know." • Do not conflate attendance, timeliness, and participation. If part of the final grade, it must be

		clear how each is measured/recorded; see UCCC Guide & Format pages 39-40. • The Attendance/Timeliness/Participation section is also noted as being worth 10% of the final grade but specifies that five points are deducted on a fourth absence. Clarify points vs. percentage and if the full penalty is taken on the fourth absence or if it is taken incrementally. • Clarify how individual vs. group meetings are held and graded, as well as what part of the final grade they constitute. • The Script assignment has a wide range of 30-90 pages. Clarify the need for such a range. • Clarify how multi-part assignments are weighted within the full percentage. For example, note if the multiple drafts of the Script Rewrites/Crew Pitches are weighed equally within the 15%. • Any reference to several/many/series of assignments should be edited to specify the actual number of assignments. • In the Due Dates section, edit “letter grade per day late” to reflect a percentage, clarifying if the percentage is taken off the total points possible or the grade earned. Also clarify if the penalty can be taken until the grade is a 0 or if it stops once it reaches an F grade. • Clarify the penalty for cell phone use and remove references that cell phones are banned (although you can note a ban of cell phone use). • Edit the AI Policy section as the AI writing detection function is no longer available in Turnitin. • Reorganize the class schedule to clarify when an assignment is introduced in class vs. when the assignment is due. Also clarify homework vs. assignments and keep assignment titles consistent in all references. • Where applicable, recommend adding a statement to the syllabus indicating when a Rubric will be provided for grading of an assignment. • Under “Proof-of-concept Scene” section, clarify whether ‘students will be assigned to groups’ or if ‘only select student groups’ will be completing this assignment.
CO 8933 Advanced Multimedia Production	Passed-Contingent	• Add “Two hours lecture. Two hours laboratory.” to the course description in the CIM; format as outlined in the UCCC Guide & Format (page 18). • Move the hyperlink to Adobe Creative Cloud to the first reference. • In the Attendance section, replace “lowered” with “lose all.”

CO 8983 Media Producing Practicum	Tabled	• Remove the prerequisite as it is not necessary. Restricting to specific majors can be done through class scheduling in CLSS. • The catalog description should be correctly labeled and identical across the CIM and syllabus; format as outlined in the UCCC Guide & Format (page 18). • Change the Lecture Contact Hours in CIM from 45 to 3 as this is meant to reflect the weekly contact hours. • List access to VentureCatalyst in the required course materials. • Clarify what VentureCatalyst is and specify that a student's grade in the class is not contingent on receiving funding in the program. Also clarify what a student must achieve in each phase or use more generic language that does not reference a specific product/service. While the total for this assignment constitutes 40% of the final grade, also specify that each phase is equally weighted at 10% in the paragraph description. • In the Attendance policy, clarify if there is any partial penalty on the first two absences or only a full penalty taken upon the third absence. • Remove or more clearly define Professionalism as a grading category as those items would also be assessed in the individual assignment grading. If assessing professionalism overall, this should be folded into the Engagement grading category. • Provide a clear Late Work policy under the Due Dates section; edit 'letter grade per day late' to reflect a percentage. • Clarify the penalty for cell phone use and remove references that cell phones are banned (although you can note a ban of cell phone use). • Edit the AI Policy section as the AI writing detection function is no longer available in Turnitin. • Reorganize the class schedule to clarify when an assignment is introduced in class vs. when the assignment is due. Also clarify homework vs. assignments and keep assignment titles consistent in all references.
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PROGRAMS

PROPOSAL	VOTE	COMMENTS
MFA in Media Producing and Content Creation	Tabled	• The Curriculum Outline must be entered in table format in the CIM. Reach out to A&S or the UCCC for guidance as needed. • CO 8900 should be listed as CO 8903.

		• Replace the Special Topic course with a new course proposal, using Selected Topics if needed. • Remove the additional pages from the IHL appendix as they are not necessary and cause confusion. • The course information (course number and course name) in the IHL appendix must match those entered into CIM. • The Letters of Support and IHL appendix should all be individual file uploads.
MS in Sociology	Passed	• No edits requested; the proposal is supported.