



MISSISSIPPI STATE UNIVERSITY™
COLLEGE OF ARTS & SCIENCES

Curriculum Committee Minutes

October 2, 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
BIO 4473/6473 Forensic Microbiology	Passed-Contingent	• Edit the Course Description in the CIM to show a prerequisite instead of a corequisite. • Split the Learning Outcomes in the CIM to show those only applicable to undergraduates or graduates on the respective CIM proposal pages; populate the 6000-level CIM page (page 14 of UCCC Guide & Format) • The Lecture Contact Hours in the CIM should show 3, as this is meant to indicate weekly contact time. • Separate the Methods of Evaluation to clearly delineate undergraduate and graduate requirements. • For clarity, edit the points earned through leading discussion and participating in discussions to 35 and 15, respectively. • Remove the Important Dates section as this will change each semester. • Show Standards of Achievement with two-decimal sensitivity. • Clarify and consider simplifying the description of the primary paper that will be used as part of the presentation. For example, presenting a “portion or all” of an article does not seem equitable, and as such, the committee recommends only listing an overall description. • The Letter of Support is addressed to the wrong person, and the graduate-level Letter of Support lists the wrong course number.

		Consider obtaining Letter of Support from the Department of Anthropology and Middle Eastern Cultures for possible use of this course in the new Human Forensic Science program.
CO 4353/6333 Event Production	Passed-Contingent	- Clarify which class assignments involve only hypothetical planning vs. actual attendance. For example, are all assignments contingent upon the Media Planning Assignment or can they be completed by attending other events? - Specify if the presentation during the final exam period is graded, and if so, include it in the final grade breakdown. Additionally, it appears that only graduate students give these presentations, so clarify the requirements for undergraduates during the final exam period. - In the Late Work section, specify a deduction percentage instead of “letter grade.” - Clarify and consider removing the statement that graduate students will supervise undergraduates when staffing events. Consider how this requirement would change in a class of only graduate students. - Remove the mention of “professionalism points” from the Attendance section.
CO 4543 Script and Story Analysis	Passed-Contingent	- Mark the course for split-level in the CIM; populate the 6000-level CIM page (page 14 of UCCC Guide & Format). - The Lecture Contact Hours in the CIM should show 3 instead of 45, as this is meant to indicate weekly contact time. - Expand the Justification section in the CIM to address the change from 3000 to 4000 level. - Add an additional Learning Outcome to address the visual component at the graduate level. - Clarify how scripts will be provided to students. - Reference and link to AOP 12.09 in the Attendance section. - Edit all assignment descriptions to include their point values. - Use consistent titles for all assignments across descriptions, grade breakdown, and calendar. - Clarify which assignments are required only for graduate students in the course calendar; clarify that the * notation refers to a graduate student assignments. - Add indirect hours to the course calendar (page 22 of UCCC Guide & Format). - Show when major assignments are due on the course calendar (page 40-41 of UCCC Guide & Format).

		• In the Equipment Requirements section, update the reference from Center for Teaching and Learning to the Center for Innovation in Teaching Excellence (current name). • Address how students with an excused absence will make up the participation portion of each assignment that requires that as a part of the overall score. • Considering improving format by removing large spaces between sections.
CO 4710/6710 Academic Cultural Experience: Selected Topics in Communication, Media & Theatre	Passed-Contingent	• To improve outline format, consider removing the “a” indicator on each subpoint since there is no second subpoint. • Clarify the Late Work policy, define a “day” (24 hours after the submission deadline) and indicate the penalty percentage (instead of “letter grade”). • Per current UCCC guidelines, all committee signatures must now be individually dated (page 8 of UCCC Guide & Format).
CO 4923/6923 AI & Creative Media Production	Passed-Contingent	• Clarify the number of assignments that are completed for the Classwork grade and how those assignments are assessed. • There are multiple references to a “percentage of a percentage” that can cause confusion. For example, the description of the Final AI Film states that the essay will count as “10% of the 20%” for the assessment. The committee assumes the intention here is to mean “half,” but technically, this references just 2%. Please clarify. The same edit applies to the Participation grade. • Review the course schedule for consistency. It is highly recommended to only list final due dates instead of the date that assessments are initially assigned. • Clarify if quizzes are administered during class.
CO 8903 Capstone Production Prep	Tabled	• The course description mentions that students will be told which assignments are completed in a group vs. individually. The committee suggests incorporating that information into each assignment description as well. • Clarify the division of labor across the roles to which students are assigned. Screenwriters appear to have most extensive requirements. Explain if students remain in the same role all semester, and if so, adjust assignments so all roles are equitable. • There is concern with the repetitiveness of assignments and how each submission is factored

		into the final grade. For example, Look Books are listed as a separate assignment but also appear within the Pre-Production Materials assignment. • Clarify when AI use is permissible. • Edit the course calendar to only list final due dates instead of the date that assessments are initially assigned.
CO 8983 Media Producing Practicum	Tabled	• Edit the second and third Learning Outcomes to reflect the media component of the course. • The Class Attendance assignment description should be simplified, clearly stating if any points are deducted upon a second absence. • Provide a clearer and more prominent explanation of VentureCatalyst within the syllabus. • The committee recommends using the university statement for the AI policy. • Address if there is a deadline for submission of late work; address how long will late assignments be accepted. • Edit the course calendar to only list final due dates instead of the date that assessments are initially assigned. • State how plagiarism will be detected (through use of Turn It In in Canvas or some other means). • Include Letters of Support from the College of Business and the E-Center that specifically include this course number (page 8 of UCCC Guide & Format).
PH 1214 Physics for Life Sciences I	Tabled	• AdvantaGE information must be entered directly into the CIM. • Please edit the course title to use a Roman numeral. • Edit the math prerequisites to show “or” instead of “and.” • Remove recitation from the course description. • Adjust the Learning Outcomes to remove verbs such as understand or know. Outcomes must be observable and measurable (page 19 of UCCC Guide & Format). • In the Attendance section, only reference AOP 12.09; do not edit or mention specific types of excuses (page 40 UCCC Guide & Format). • Specify how much each homework set is worth in the overall grade. • Separate In-Class Tests from In-Class Projects. • Show the grading scale with two-digit sensitivity. • Remove the reference of an AI Writing Detection tool or specify which one may be used. • Clarify the requirements of the Signature Assignment – if it’s designed on paper or actually

		built, completed individually or in a group, presented in person or through a video recording, etc. • Lab assignments must also be included – descriptions, weight of final grade, and on the course calendar. • Reconsider the policy that passing the lab portion of the class at 70% means the full 10% of the lab grade is awarded. • Per updated UCCC guidelines (page 22 of UCCC Guide & Format), show contact hours instead of minutes on the course calendar. Indirect contact hours must also be included. • Project presentations are listed in Week 14 of the course schedule but are not accounted for elsewhere. • The Letter of Support should specify support for inclusion in AdvantaGE, and all signatures must be individually dated (page 8 of UCCC Guide & Format).
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PROGRAMS

PROPOSAL	VOTE	COMMENTS
MFA in Media Producing and Content Creation	Passed-Contingent	• The Degree Description in the CIM will bridge directly to the course catalog. Please edit accordingly (with no references to “this proposal”). • The course numbers and course names in the Letter of Support do not match those in the CIM (example: CO 6573 should be CO 6543; course name differs for CO 8353). • The IHL Appendix is missing several required sections. • Approval is contingent upon the committee’s final approval of all courses proposed as part of the program.
BS in Physics and Astronomy	Passed-Contingent	• Take “Astronomy” out of the degree title. The committee acknowledges that this may be a CIM error requiring support from the UCCC office. • The catalog description notes that a minor in physics requires 12 hours at the 3000 level, however, minors require a minimum of 15 hours per university policy. Please correct as needed. • The subtext under Major Core states that some courses may be substituted if a student is a double major, but some courses required in the major also fulfill the Writing Requirement. Please clarify if those courses would be approved for

		substitution, and if so, how the Writing Requirement will be met. • Provide a Letter of Support from Department of Computer Science & Engineering for the addition of CSE 1263 (page 8 of UCCC Guide & Format).
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