**ASCC NMS Panel**

Approved Minutes

Monday, January 27, 2015 11:30 -1:00 PM

110 Denney Hall

ATTENDEES: Craigmile, Dinan, Haddad, Heckler, Hogle, Vaessin

AGENDA:

1. Approval of 1-13-15 minutes
	* Craigmile, Heckler, unanimously approved
2. Animal Science 2200.01 (existing course with GE Natural Science-Biological Science; request for Distance Learning format)
	* With the ASC Tech support and review of distance learning courses, ASC syllabi come to the Panel ready for distance learning. However, not every college has that review process so the Panel is not going to see that level of detail with courses coming from other colleges.
	* There is no mention of tech support for students, how exams will be administered, and if the course will be offered at 50% or 100% at a distance. The same feedback provided to ENR 2100 should be provided to this unit.
	* Syllabus is clearly a template. It is not clear how the material is presented (i.e. online modules or text book).
	* The unit needs to work with ODEE.
	* Animal Science majors are not able to take this course. If this course isn’t the same as the in-classroom course then it should be given a different number to make it easier for students to understand.
		+ It should just be a different delivery method of the same material not a completely different course.
		+ If a student switches their major to Animal Science and took the online version of the course it would not count. However, that would require the ability to track how the student took the course.
	* **The Panel would like the following points addressed:**
		+ **Work closely with ODEE (https://odee.osu.edu/course-development). ODEE will help make sure that the course adheres to the necessary standards (e.g., syllabus includes all the necessary information). Some of the concerns of the Panel include the points below:**
			- **Syllabus should provide IT support for students.**
			- **Make sure that the distance learning version of the course is ODS-compliant.**
			- **How is the on-line advising handled?**
			- **How does one monitor an on-line exam when students can use their notes?**
			- **How is integrity of exams managed?**
		+ **Provide the syllabus used for the in-classroom version of the course as well as clarification if there are any differences between the in-classroom syllabus and the distance learning syllabus.**
		+ **Are students who take the online course eligible to take the lab?**
		+ **Clarify the extent to which the quizzes contribute to the final grade. Should the quizzes be included in the “evaluation” section of the syllabus?**
		+ **How has the material been adapted for online offering and how is it different?**
		+ **Make the distinction between 50% and 100% at a distance. What will be the difference?**
		+ **Provide clarification as to why Animal Science majors are not able to take this course. If it is not identical to the in-class course then it should have a different course number.**
3. Speech and Hearing Science 3340 (existing course; requesting GE Natural Science—Physical Science)
	* Does not follow the guidelines for GE Natural Science Physical Science category.
		+ GE goals and expected learning outcomes are not on the syllabus.
		+ Assessment plan is very general and needs to address the GE specifically.
	* There is enough Physical Science to be a GE course.
	* If it’s a lab it should be 2 hours of lab a week or should clearly state that an hour of prep work for the lab is expected outside of the classroom to account for the required lab hours.
	* **The Panel would like the following points addressed:**
		+ **On the Syllabus**
			- **Change quarters to semesters**
			- **Use the standard disability statement**
			- **Add GE Natural Science Physical Science goals and expected learning outcomes**
			- **Add a statement explaining that about an hour of prep work for the lab will be required outside of the classroom to account for the required lab hours.**
		+ **3b of the proposal: edit “conservation of matter” to “conservation of charge.”**
		+ **Provide a description of what each lab contains.**
		+ **The GE Assessment Plan needs to clearly assess the GE learning outcomes. (pg 47 of the Operations Manual)**
		+ **The GE Rationale should address how the course objectives meet the GE goals. (pg 46 of the Operations Manual)**
		+ **Recommendation: in the course description remove the last sentence “It is designed for undergraduate students in the Arts and Sciences.”**