**ASCC NMS Panel**

Approved Minutes

Thursday, September 3, 2015 11:30 -1:00 PM

110 Denney Hall

ATTENDEES: Craigmile, Daly, Derdzinski, Dinan, Heckler, Hogle, Matthews

AGENDA:

1. Welcome and Intro (Panel Chair)
2. Biophysics 6000 (new course)
	* Requesting 1.5 credit hours but the contact hours seem to make it a one credit hour course.
	* Proposal is very light.
	* Could be that they’re doing a lot outside of class.
	* Syllabus does not illustrate exactly what they will be doing.
	* Learning outcomes are not really learning outcomes.
	* Not clear if a curriculum map should be included with graduate course proposals. Will discuss at ASCC.
		+ It could be beneficial to see how the course fits within the curriculum.
	* Should include examples of selected readings.
	* Needs to show grading information for each assignment.
	* **No vote taken**
		+ **Provide a more detailed syllabus referring to page 15 of the curriculum and assessment manual. The bold items are required elements of a syllabus.**
		+ **Update course number on syllabus. Currently 6702 but should be 6000.**
		+ **If the course is a graded course, as stated on the course request form through curriculum.osu.edu, update the syllabus that currently shows the course is S/U and provide the grading scale.**
		+ **The contact hours (12) do not match the semester credit hours (1.5) requested. For a 1.5 credit hour course the contact time should be 5.25 hours a week. Should this course be a 1 credit hour course? (see page 17 of curriculum and assessment manual for credit hour calculation)**
3. Chemistry 3700 (new course)
	* Curriculum map not provided.
	* Not offered at a distance.
	* **Daly, Derdzinski, unanimously approved with the following contingencies**
		+ **Correct course request in curriculum.osu.edu to reflect that no distance learning is required by marking “no” in the Off Campus box instead of “sometimes.”**
		+ **Include curriculum map to show how the course fits in with the curriculum.**
4. Microbiology 6050 (new course)
	* The disability statement is in very small font.
	* Curriculum map not provided but may not be required for grad courses.
	* **Mathews, Heckler, unanimously approved with one contingency**
		+ **Provide status of concurrences requested (MCDB, OSBP, Biophysics)**
5. Microbiology 4150 (new course)
	* Discussion on number of credit hours the course should be with the lab based on the semester credit hour requirements.
		+ The syllabus provided is for a 7 week course and is fine. They should be mindful when scaling it to a 14 week course.
	* **Daly,** **Derdzinski, unanimously approved**
		+ **Note: Be mindful of credit hour requirements when scaling the course to a different length term. (see section VII.B.3. of curriculum and assessment manual)**