**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)**