ASCC NMS Panel

Approved Minutes

Wednesday, September 21, 2016 11:30am-1:00pm

110 Denney Hall

ATTENDEES: Bitters, Daniels, Derdzinski, Heckler, Hogle, Kaylor, Mathews, Vankeerbergen

Agenda:

1. Welcome and Intro (Panel Chair)
2. Approval of 4-19-16 minutes
   * Mathews, Derdzinski, unanimously approved
3. Plant Pathology 4597 (course change; existing course with GE Cross-Disciplinary Seminar; request to make 100% distance learning)
   * The syllabus uses the ODEE template.
   * The instructor’s office hours are not clear as to whether they are offered online or on campus.
   * There is conflicting information in the proposal regarding the quizzes and whether they are graded or not.
     + In the table outlining the points for each assignment, 40 points are possible for the quizzes.
     + Page six states that no points will be given for quizzes.
   * Currently there is no university-wide mechanism for ensuring exam security but options are being discussed at ODEE.
   * The GE assessment plan was updated for the online version.
   * **Mathews, Heckler, unanimously approved with the following suggestions** 
     + **Specify the location of the instructor’s office hours (online or on campus).**
     + **The GE expected learning outcomes are currently presented as course goals. They should be clearly stated on the syllabus as the GE expected learning outcomes.**
     + **Remove the sentence on page six that states that the quizzes are not assigned points.**
     + **What constitutes a sufficient post for the discussion forums?**
     + **Regarding appendix G: should the total points be 50 rather than 30?**

1. Linguistics 2001 (course change; existing course with GE Mathematical or Logical Analysis; request to make 100% distance learning)
   * An updated GE Assessment plan is not required for an existing course requesting to be offered as a distance learning course.
   * There are discrepancies with the percentages in the grading scale.
   * The GE expected learning outcomes on page two are not written in the most recent format and should be updated.
   * Meeting two times a week with one meeting being optional.
     + The instructor could record the meeting and make available later.
     + There does not seem to be enough contact hours for a 3 credit hour course.
       - Credit hours are not defined differently for distance learning courses.
       - Contact hours are based on instructor/student interaction and do not include readings and homework assignments.
   * **Heckler, Mathews, unanimously approved with the following contingencies** 
     + **Edit the grading scale that currently includes percentage discrepancies.**
     + **Update the format of the GE language in the syllabus.**
     + **Remove references to Carmen.**
     + **Clarify how the ODHE formal instruction (contact hours) requirement is met.** 
       - **For example, a three credit hour course should “meet” for 80 minutes, two times per week or “meet” for 55 minutes, three times per week, or some other combination.**
2. Physics 5501 (new course)
   * Curriculum map is not included but the course is already offered as an honors course and therefore is not required.
   * **Derdzinski, Mathews, unanimously approved**
3. EEOB 5798 (new course; return)
   * The course is targeted to graduate students.
   * **Mathews, Heckler, unanimously approved with two contingencies**
     + **Clarify if the course is graded or s/u.**
     + **Clarify the GPA eligibility requirement for graduate students. Currently stated as a 2.3 GPA.**
4. EEOB 4220 (course change; change credit hrs from 2 to 3)
   * No new content is being added to the course. Students need more time but not more content.
     + The course was originally offered as a 7-week class with two, 55 minutes lectures per week and one 125 minute lab per week. In response to student feedback for additional time to adequately learn important concepts, an expanded format of 14 weeks with 2,520 minutes total contact is proposed.
   * The one extra hour should not cause a burden on the major program since the course is an elective.
   * **Heckler, Mathews, unanimously approved**
5. EEOB 2410 (new course)
   * No vote was taken. The course will be reviewed at the next Panel meeting.