**ASCC A&H1 Panel**

Approved Minutes

Friday, January 27, 2017 9:00 -10:30 AM

110 Denney Hall

ATTENDEES: Aski, Bitters, Oldroyd, Taleghani-Nikazm, Vankeerbergen, Zuniga-Shaw

AGENDA:

1. Approval of 1-13-17 minutes

* Taleghani-Nikazm, Zuniga-Shaw, **unanimously approved**

1. Design 3104 (new)

* Contact hours are 165
* *Recommendation: Most syllabi do not list academic misconduct and disability statements at the end of the syllabus. The panel suggests moving the statements and placing them before the course schedule.*
* Taleghani-Nikazm, Zuniga-Shaw, **unanimously approved** with *recommendation (in italics)*

1. Design 4104 (new)

* **Contingency: provide descriptions of what assignments are about as well as length and format. Furthermore, response paper #3 is listed as due on both week 11.1 and week 12.1.**
* *Recommendations:* 
  + *Most syllabi do not list academic misconduct and disability statements at the end of the syllabus. The panel suggests moving the statements and placing them before the course schedule.*
  + *An attendance policy is required for an operational syllabus. Please be sure to add an attendance policy before the first course offering.*
* Taleghani-Nikazm, Zuniga-Shaw, **unanimously** **approved** with *two recommendations (in italics)* and **one contingency (in bold).**

1. Design 4154 (new)

* **Contingency: provide descriptions of what assignments are about as well as length and format.**
* *Recommendations:* 
  + *Most syllabi do not list academic misconduct and disability statements at the end of the syllabus. The panel suggests moving the statements and placing them before the course schedule.*
  + *An attendance policy is required for an operational syllabus. Please be sure to add an attendance policy before the first course offering.*
* Taleghani-Nikazm, Zuniga-Shaw, **unanimously approved** with *two recommendations (in italics)* and **one contingency (in bold).**

1. Pharmacy 3420 (new course; requesting GE Cultures and Ideas & 100% distance learning delivery)

* The panel is impressed by the course proposal, *but would like to know what the expected course enrollment is and how a large enrollment will be managed.*
* Zuniga-Shaw, Taleghani-Nikazm, **unanimously approved** *with one question (in italics above)*

1. Comparative Studies and English 5189S (new courses; cross-listed)

* *Recommendations:*
  + *Disability statement includes former location in Pomerene Hall. Please update to include current location in 098 Baker Hall, 113 W. 12th Avenue. See p. 15 of ASC Curriculum and Assessment Operations Manual* [***https://asccas.osu.edu/sites/asccas.osu.edu/files/ASC\_CurrAssess\_Operations\_Manual.pdf***](https://asccas.osu.edu/sites/asccas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf)
  + *The grading scale on page 4 of the syllabus includes D-, which is not a grade that can be given at OSU. Please remove and revise the grading scale.*
  + Page 1 of the syllabus includes a note on eligibility that states, “students must complete an application process before receiving permission to register for the course.” ASCCAS will change prerequisite to “permission of instructor” on form on curriculum.osu.edu before advancing.
* Zuniga-Shaw, Taleghani-Nikazm, **unanimously approved** with *two recommendations (in italics above)*

1. Russian 5250.03 (new)

* *Syllabus states this is a 4 credit hour course. However, form in curriculum.osu.edu indicates it is a variable 3 to 4 credit hour course. If indeed the course will always be taught as 4 credit hours, there is no need for variable credit hours. Is it okay for ASCCAS to change to fixed 4 credit hours before advancing?*
* Taleghani-Nikazm, Zuniga-Shaw, **unanimously approved** with *one question (in italics above)*

1. Russian 5250.04 (new)

* *Syllabus and form in curriculum.osu.edu indicate variable 3 to 4 credit hour course. However, nothing in syllabus accounts for variability of credit hours. In phone conversation, Derek Peterson indicated that Professor Ballard intends to teach the course as fixed 3 credit hours. Therefore, is it okay for ASCCAS to change form on curriculum.osu.edu to fixed 3 credit hours before advancing?*
* Taleghani-Nikazm, Zuniga-Shaw, **unanimously approved** with *one question (in italics above)*