**ASCC A&H1 Panel**

Approved Minutes

Friday, March 10, 2017 9:00 -10:30 AM

110 Denney Hall

ATTENDEES: Aski, Bitters, Fink, Jones, Kaylor, Oldroyd, Taleghani-Nikazm, Vankeerbergen

AGENDA:

1. Approval of 2-24-17 minutes

* Taleghani-Nikazm, Jones, **unanimously approved**

1. WGSS 2325 (existing course requesting 100% DL delivery)

* Panel discussed best practices for distance learning courses with Mike Kaylor. Quality Matters (QM) is considered the best practice for distance learning courses. ODEE distance learning checklist is based on QM rubric.
* Course includes good ideas for how to engage students. Question: How will instructor manage students if enrollment is high? *This course model is ideal for a course with moderate enrollment. However, this course may attract many students, and the department should be prepared for high enrollment. The department should consider what resources to use to handle high enrollment, such as UCAT, ASC Tech, and ODEE.*
* The ruminations, factsheet posts, and comments on factsheet posts are basically pass/fail (credit awarded for completion) and are worth 35%. Moreover, the midterm and final (worth 35% together) are timed but not monitored, and the guiding questions or prompts will be given ahead of time. Conversation about whether it is a problem that 70% of the course is not very strictly graded. In the end, Panel agrees that this is not a problem given the structure/content of the course.
* Jones, Taleghani-Nikazm, **unanimously approved** *with one recommendation (in italics above)*

1. Public Affairs 2500 (course change; requesting GE Historical Study)

* Public Affairs previously submitted this course requesting GE Historical Study status, and the History Department did not provide concurrence.
* **Provide a GE assessment plan. The assessment plan provided is not specific to GE Expected Learning Outcomes (ELOs). Assessing students is not the same as GE assessment. See pp. 51-53 in 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)
* There is a paper worth 20% for which students are expected to use a primary source. The source is not part of the prescribed readings for the course, however. *The panel recommends making primary sources stand out more in the syllabus and making sure that students understand the importance of primary sources.*
* Jones, Taleghani-Nikazm, **unanimously approved with** **one contingency (in bold above)** *and* *one recommendation (in italics above)*

1. First-year Seminar—Leta Hendricks
   * *Disability statement used does not include the most recent language. See p. 15 of ASC Curriculum and Assessment Operations Manual for the correct disability statement* [*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)

*“Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614-292-3307,* [*slds@osu.edu*](mailto:slds@osu.edu)*;* [*slds.osu.edu*](http://slds.osu.edu/#_blank)*.”*

* Taleghani-Nikazm, Jones, **unanimously approved** *with one recommendation (in italics above)*

1. First-year Seminar—Amy Shuman

* *Page two of the syllabus includes an incomplete sentence: “You are expected to attend each class and to write”*
* Jones, Taleghani-Nikazm, **unanimously approved** *with one comment (in italics above)*

1. First-year Seminar—Jennifer Suchland
   * **Panel would like a more detailed description of the assignments. Page 2 of the syllabus states that more details will be provided in class, and the titles of the assignments are provided in the schedule. The panel would like more details on the requirements for these assignments.**
   * *Disability statement includes former location in Pomerene Hall of the Office of Disability Services. 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)

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* + *Correct the syllabus to reflect the recent change from “Freshman Seminar” to “First-Year Seminar.”*
* Taleghani-Nikazm, Jones, **unanimously approved** **with one contingency (in bold above)** *and two recommendations (in italics above)*

1. First-year Seminar—Aimée Moore

* **The panel would like to see further development of course objectives and assignments.**
* **First-Year Seminars are only 55 minutes, not 2 hours. Correct the meeting time on the syllabus and adjust lessons and site visits accordingly.**
* Taleghani-Nikazm, Jones, **unanimously approved with** **two contingencies (in bold above)**

1. First-year Seminar—Richard Fletcher
   * *Disability statement includes former location in Pomerene Hall of the Office of Disability Services. 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)

* Taleghani-Nikazm, Jones, **unanimously approved** *with one recommendation (in italics above)*

1. First-year Seminar— Zoe Brigley Thompson

* *Syllabus does not provide course number or indicate if course is graded A-E or S/U. A letter-graded seminar will be 1137.xx, whereas an S/U seminar will be 1138.xx. Request to clarify.*
* *Correct the syllabus to reflect the recent change from “Freshman Seminar” to “First-Year Seminar.”*
* *Syllabus does not list course time, which should be 55 minutes.*
* Taleghani-Nikazm, Jones, **unanimously approved** *with one question and 2 recommendations (in italics above)*