**ASCC SBS Panel**

Approved Minutes

Monday, April 3, 2017 9:45 -11:15 AM

110 Denney Hall

ATTENDEES: Haddad, Givens, Kline, Lam, Lenhart, Oldroyd, Roup, Valle, Vankeerbergen

AGENDA:

1. Approval of 3-20-17 minutes
* Correct typo from “above four bullet points…” to “above three bullet points…”
* Roup, Lenhart, **unanimously approved with amendment**
1. Psychology 5250 (new course)
* *The section “student feedback about the course” on the bottom of page 2 refers to quarters. Change this to semesters.*
* *Panel recommends including contact hours on the syllabus when the course is offered.*
* Lenhart, Kline, **unanimously approved** *with two recommendations (in italics above)*
1. Medical Anthropology BA and BS
* Is there an indication of student demand within the university for the major (from student surveys or other sources)?
	+ Departments are not required to show quantitative data in rationale indicating demand for a proposed major.
* **Request concurrences from (1) College of Public Health, (2) EEOB, (3) English (they have a Medical Humanities minor and MA in Medical Humanities and Social Sciences), (4) Center for Life Science Education, and (5) Sociology.**
* **Differentiate program goals for the B.A. and B.S. or indicate how program goals for the B.A. and B.S will be measured differently. (Also please do note that on the form for the B.A. in curriculum.osu.edu, goal 6 seems to have been inadvertently left off.)**
* **Panel is concerned that the department may not be able to teach courses on a regular basis. Can the department provide assurance that courses will be offered on a regular basis so that students can complete a degree in four years? Additionally, are courses outside the Anthropology Department offered regularly? Do all of the courses, both in the Anthropology Department and outside the department, have the necessary capacity to support students in the major?**
* **Panel feels that the section “Relation to Other Programs/Benchmarking” on page 6 of the proposal only discusses the proposed major in relation to outside universities, not in relation to other OSU departments or other programs in the Anthropology department. Please reread the instructions on page 89 of the ASC Curriculum and Assessment Handbook.**
* **Correct page 4 of proposal which currently says “Both B.A. and B.S. students will also be required to complete a minimum of one health-related course outside the anthropology department…” However, page 7 and the Appendix A indicate that students will be required to take two courses outside the department.**
* **Indicate if courses in Appendix A have any pre-requisites.**
* **Department did not provide advising sheet for the B.S. with medical school pre-requisites. Instead, two copies of the advising sheet for the B.S. without medical school pre-requisites were uploaded.**
* **Clarify if Anthropology 4597.05 is offered as a non-honors version or only as Anthropology 4597.05H. If 4597.05 is only offered as an honors course, correct the course number to 4597.05H.**
* **Panel recommends consistency in abbreviation for Anthropology, which is abbreviated as either ANTH or ANT in the document.**
* **No vote**
1. Communication 3440 (existing course; request to offer 100% DL)
* **The course goals on the in-class syllabus, online syllabus, and the form on curriculum.osu.edu are all different. Provide consistent course goals.**
* **Summer session is 12 weeks in addition to finals week. Schedule only includes 11 weeks and a finals week. Add a 12th week to the course schedule.**
* **There are 125 points overall for Discussion Participation and 9 Discussion Posts throughout the semester. Therefore, each Discussion Post is worth 13.89 points. How are these points assigned?**
* **Student participation requirements on page 6 may not be completely consistent with discussion requirements on page 4. The language on page 6 seems to be boilerplate language from ODEE that may not be relevant to the course. Clarify how participation in discussion forums is evaluated and whether or not logging in to Carmen is part of the discussion grade.**
* *A syllabus and Carmen quiz is part of the grade breakdown, but no description for the quiz is provided. The panel suggests including a description of the quiz on the syllabus.*
* *Include the date for when the final essay exam will be assigned in addition to the due date.*
* *Specify if lectures will be posted on Carmen as videos.*
* Givens, Roup, **unanimously approved with four contingencies (in bold above)** and *three recommendations (in italics above)*
1. Communication 3444 (existing course; request to offer 100% DL)
* **The course goals on the in-class syllabus, online syllabus, and the form on curriculum.osu.edu are all different. Provide consistent course goals.**
* **Summer session is 12 weeks in addition to finals week. Schedule only includes 11 weeks and a finals week. Add a 12th week to the course schedule.**
* **Grade breakdown on page 4 does not add up to 100%. Provide the correct grade breakdown.**
* **Clarify why C-REP is included in the syllabus. Is it a requirement for the course or an option for extra credit?**
* **Clarify contradictory guidelines for Ad Analysis Paper. Page 5 of the syllabus gives a description of a 300 to 400 word essay. The Advertisement Analysis Guidelines provided in addition to the syllabus say that the papers should be approximately 500 words.**
* *Include the date for when the final essay exam will be assigned in addition to the due date.*
* Roup, Givens, **unanimously approved with** **five contingencies (in bold above)** and *one recommendation (in italics above)*
1. Communication 3620 (existing course; request to offer 100% DL)
* **The course goals on the in-class syllabus, online syllabus, and the form on curriculum.osu.edu are all different. Provide consistent course goals.**
* **Summer session is 12 weeks in addition to finals week. Schedule only includes 11 weeks and a finals week. Add a 12th week to the course schedule.**
* *Include the date for when the final essay exam will be assigned in addition to the due date.*
* *Page 5 of the syllabus mentions a Canvas Dropbox in the section on the Reflective Writing Assignment. Canvas does not have a Dropbox feature. The panel recommends simply changing this to “Canvas.”*
* *Correct typo on bottom of page 9 that says “Carment” instead of Carmen*
* Roup, Givens, **unanimously approved with two contingencies (in bold above)** and *three recommendations (in italics above)*