ASCC A&H1 Panel

Approved Minutes

Tuesday February 20, 2018 2:15pm-3:30pm

105 Bricker Hall

ATTENDEES: Aski, Bitters, Dixon, Heysel, Jones, Oldroyd

Agenda:

1. Approval of 1-25-18 minutes

* Jones, Dixon, **unanimously approved**

1. Revision AAAS BA

* AAAS is removing the tracks and the capstone course due to difficulty offering courses. The revised program will have 4 core courses and electives.
* **The Panel would like AAAS to provide a 4-year plan. This will also assist the department in advising students.**
* **The Panel believes adjustments need to be made to the program assessment plan:**
  + **The plan will only assess two individual courses and assess indirect methods.**
  + **Guidelines for creating a major assessment plan can be found on page 90 of the Curriculum and Assessment Operations Manual. Appendix 13 provides examples of direct and indirect assessment methods.** [**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)
* **No vote**

1. English 4321

* *Include complete bibliographic info for required texts and indicate where to buy texts or access texts online.*
* *Fix an inconsistency in the attendance policy on page 2 of the syllabus that states, “students are allowed to miss 3 classes without penalty” and later says that three absences will result in the reduction of a grade letter.*
* **The criteria for the assignments is unclear to the Panel. Most assignments say, “See handout for further details.” The Curriculum and Assessment Operations Manual requires “information about the length, and format of all papers, homework, laboratory assignments, and examinations” be provided with the syllabus.**
* **Two syllabi are required for repeatable courses. Provide a second sample syllabus.**
* *The committee was challenged to understand the role of the images on the syllabus. Would the meaning of these images be clear to students? The Panel suggests making changes to the images; for example, the images might be captioned, or adjustments may be made to any distortions to the images, which may be misleading to students.*
* Jones, Dixon, **unanimously approved** with **two contingencies** (in bold above) and *three recommendations* (in italics above)

1. First-year seminar – Magda El-Sherbini

* The Panel is enthusiastic about the content of this course.
* *The title could be more specific to the content of the course. It is currently unclear if there is a world-wide focus or if it focuses on a region.*
* **First-year seminars are one credit hour. Correct the syllabus to indicate the correct number of credit hours.**
* **The course needs to be reconceived for a more appropriate level of work. A one credit hour course should include one hour of class time and two hours of homework a week.**
* **The course needs to be readjusted to include 14 weeks instead of 10.**
* *The Panel recommends clarifying if students can miss any classes or if there is a policy for illness. The attendance policy as stated does not clarify if students will be penalized for missing a class.*
* *Disability statement includes former location in Pomerene Hall. Please update to include current location in 098 Baker Hall, 113 W. 12th Avenue. See p. 13 of ASC Curriculum and Assessment Operations Manual* <https://asccas.osu.edu/sites/asccas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf>
* Refer to the first-year seminar website for sample syllabi
* **No vote**