**ASCC SBS Panel**

Approved Minutes

Friday, January 10, 2020 1:45 PM – 3:15 PM

110 Denney Hall

ATTENDEES: Blevins, Coleman, Haddad, Harrod, Kline, Valle, Vankeerbergen, Vasey

1. Science and Environmental Communication Certificate (new)

* **Request concurrences from Business, Engineering, and Public Health. OAA requires that courses or programs that deal with the environment request concurrence from these colleges, in addition to the colleges already contacted.**

**(See p. 17 of ASC Curriculum and Assessment Operations Manual <https://asccas.osu.edu/sites/asccas.osu.edu/files/ASC_Curriculum_and_Assessment_Operations_Manual.pdf> &** [**https://assist.ocio.osu.edu/assistCurriculum/concurrence.html**](https://assist.ocio.osu.edu/assistCurriculum/concurrence.html)**)**

* + **Update the certificate request to type 1b. (1a certificates refer to those that are pursued independently of a degree program.) This occurs in the letter to Assistant Dean Deborah Haddad and p. 6 of the proposal (under “Enrollment”).**
  + **State proposed semester of implementation for the new program.**
  + **Clarify the MOU mentioned on p. 3 of the proposal; or if it is not applicable, remove the reference to an MOU. (An MOU usually pertains to funding, and there does not seem to be a shared funding situation in the case of this certificate.)**
  + **Please review the lists of electives starting on p.4 of the proposal and compare it to the proposed advising sheet: e.g.**
* **The following courses are included in the proposal but not in the advising sheet: Comparative Studies 2340, 2341, and 3646; Public Affairs 5770; Pharmacy 5410; Biomedical Education and Anatomy 5881.**
* **Bioethics 5881 is included in the advising sheet but not in the proposal.**
  + - **The promotion document on pp. 15-16 does not include Biomedical Education and Anatomy 5881 either.**
  + **The proposed ASC advising sheet is based on an advising sheet template for minors: e.g.,**
    - **transfer and EM credit hours are not allowed for certificates;**
    - **there should be a reference to 50% overlap with degree program (i.e., major, minor, other certificate, or GE) being allowed instead of the rules of overlap with GE, major, and minor that appear on minor sheets;**
    - **the rule about 3 credits max of S/U credit applies to minors, not certificates.**

**Consult the advising sheet template for certificates on p. 118 of the ASC Curriculum and Assessment Operations Manual** [**https://asccas.osu.edu/sites/asccas.osu.edu/files/ASC\_Curriculum\_and\_Assessment\_Operations\_Manual.pdf**](https://asccas.osu.edu/sites/asccas.osu.edu/files/ASC_Curriculum_and_Assessment_Operations_Manual.pdf)

* + Coleman, Blevins, **unanimously approved with six contingencies (in bold above)**

1. Communication 3466 (existing course; requesting 100% DL delivery)
   * *P. 1 of syllabus:*
     + *Remove “Not open to students with credit for 666” in the Course Overview. The university no longer refers to quarter system classes.*
     + *Change/remove the “general elective course” language in the Course Description. The wording might be confusing to students.*
   * Vasey, Blevins, **unanimously approved** with *two recommendations (in italics above)*
2. Communication 3414 (new course)
   * **Request concurrence from the Department of Human Sciences (due to a Kinesiology program overlap—e.g., they have a BS in Sport Industry).**
   * *P. 4: There is a small typo in the “Teaching Philosophy” section: “mod-el”.*
   * *Clarify when assignments are due. On p.5 of the syllabus, under “Making Deadlines,” assignments are said to be due at the beginning or end of class, but on the next page under “Assignment submissions” assignments are said to be due at the beginning of class only.*
   * *P. 6: Does instructor wish to include a D+ grade or is it intentionally left out? (The grading scale is up to the discretion of the instructor so either way is fine.)*
   * Vasey, Blevins, **unanimously approved with one contingency (in bold above)** and *three recommendations (in italics above)*
3. Communication 3800 (new course)
   * Excellent course & excellent submission.
   * Vasey, Coleman, **unanimously approved**
4. Geography 5222 (existing course; requesting 100% DL and hybrid delivery)
   * *The panel recommends clarifying which of the topics on the course schedule count as “major topics.” On p. 5 of the 100% and hybrid syllabi, the Assignment Information section refers to homework and quizzes for each major topic, but it is unclear as to what the specific major topics are.*
   * *Remove boilerplate language taken from the ASCTech syllabus template that does not apply to this course. For example, p.7 the 100% online syllabus and p. 8 of the hybrid syllabus refers to midterms and final exams, but there are no midterms in either offering and there is only a final in the hybrid version (not in the fully online version). Furthermore, those sections also include the boilerplate sentence “Weekly quizzes are included as self-checks without points attached.” However, in both versions the quizzes are worth 20 points. The cut-paste boilerplate of the “policies for this online course” even appears on p. 5 of the in-person syllabus. Students would be quite confused if this type of information were included in the syllabus when the course is taught.*
   * Vasey, Blevins, **unanimously approved** with *two comments (in italics above)*
5. Geography 5225 (existing course; requesting 100% DL and hybrid delivery)
   * *In the final student version of the fully online and hybrid syllabi, specify what the “selected literature” is for the last three weeks. The panel assumes that the in-person version of the course should also have these readings listed on the course schedule. (The in-person syllabus provided has blanks where readings would be listed.)*
   * Blevins, Vasey, **unanimously approved** with *one recommendation (in italics above)*
6. Political Science 7095 (course change; change to credit hours, repeatability, and grading basis)
   * **Form in curriculum.osu.edu:**
     + **Is the course indeed intended to be repeatable? This seems like the sort of course that would not be repeatable. If it is repeatable, please provide a justification as to why and include another sample syllabus (for the version that repeat students would follow).**
     + **Please explain if/why you intend to allow multiple enrollments in one term. (At first sight, it seem very unlikely that more than one section of 7095 would be taught the same term.)**
   * Vasey, Coleman, **unanimously approved with two contingencies (in bold above)**