**ASCC SBS Panel**

Approved Minutes

Monday, September 14, 2020 3:00-4:30 PM

Zoom

ATTENDEES: Anderson, Coleman, Guada, Haddad, Kline, Oldroyd, Valle, Vasey

1. Welcome back (Chair)
2. Approval of 5-15-20 minutes

* Coleman, Guada, **unanimously approved**

1. Geography 3801 (new course)

* *The catalog course description should say 1970s, not 1790s.*
* *Grading scale on page 5 of the syllabus: remove the “Standard OSU grading scale” description. OSU does not have a standard grading scale.*
* *Reminder: adjust the course schedule for the new Spring 2021 schedule.*
* Vasey, Guada, **unanimously approved** with *three recommendations* (in italics above)

1. Political Science 7095.02 (new course)

* *Did the department intend to check all course length options in curriculum.osu.edu? If not, please change the selections in curriculum.osu.edu to only the intended course length options.*
* *The font size is the syllabus is inconsistent. Adjust this before offering.*
* *Reminder: adjust the course schedule for the new Spring 2021 schedule.*
* Coleman, Vasey, **unanimously approved** with *three recommendations* (in italics above)

1. Political Science 7317 (new course)

* **Include credit hours/contact time and the required academic misconduct statement and disability statement from the ASC Curriculum and Operations Manual** <https://asccas.osu.edu/sites/default/files/ASC_Curriculum_and_Assessment_Operations_Manual.pdf>
* *Did the department intend to check all course length options in curriculum.osu.edu? If not, please change the selections in curriculum.osu.edu to only the intended course length options.*
* *The level/career in curriculum.osu.edu says “undergraduate”*
* Vasey, Guada, **unanimously approved** with **one contingency** (in bold above) and *two recommendations* (in italics above)

1. SHS 6771 (course change; existing course requesting 100% DL)

* **The format of the course is unclear. Are there synchronous sessions? Are the speakers recorded or part of synchronous sessions? Class time and live sessions are mentioned (e.g. pages 4 and 5), but no indication is given on the syllabus of a scheduled time. This issue needs to be clarified, and the syllabus should be revised accordingly.**
* **Academic integrity: It is not clear enough how much students can work with others. Individual assignments need to be specific with respect to academic integrity (e.g. clarification on originality, group work, using work from other classes, etc.).**
* Coleman, Guada, **unanimously approved** with **two contingencies** (in bold above)

1. Geography 5103 (course change; existing course requesting 100% DL)

* *The syllabus includes the following statement regarding academic integrity: I believe that teamwork is a crucial skill for today's workforce. Therefore, I encourage you to work together on homework assignments. You may set up online groups and Zoom meetings to facilitate group work and interactions. There is a fine line between cooperative work and copying from one another.* 
  + *The Panel felt that this might be too flexible, and the instructor may want to add clarifying language for students. They suggest having a very clear policy on what types of interactions are permitted.*
* *The prerequisite in the syllabus and on curriculum.osu.edu differ. Consider updating the prerequisite on curriculum.osu.edu to match what is in the syllabus or change what is in the syllabus to match what is on curriculum.osu.edu.*
* Guada, Vasey, **unanimously approved** with *two recommendations* (in italics above)

1. Geography 5200 (course change; existing course requesting 100% DL)

* **Specify where to access labs and lectures. For example, this could be included as links in the schedule or as a short statement in the “pace of online activities” section. (e.g. “There will be a lab each week. They can be accessed via “method of access,” and they will take approximately X minutes.”)**
* **The number of labs needs to be clarified. 9 labs are included in the grades section, but the lab description on page 6 says there will be 10 labs.**
* Guada, Vasey, **unanimously approved** with **two contingencies** (in bold above)

1. Geography 5201 (course change; existing course requesting 100% DL and hybrid delivery)

* There are many inconsistencies in the online and hybrid syllabi. The syllabi seem to contain information relevant to the in-person course (e.g. the description of exams for the online syllabus says exams will be taken in the normal classroom at the regular class time, but the course is fully online and asynchronous). The online component of the hybrid option is not made clear in the syllabus.
* Specify where to access labs and lectures. For example, this could be included as links in the schedule or as a short statement in the course description section. (e.g. “There will be a lab each week. They can be accessed via “method of access,” and they will take approximately X minutes.”)
* Include all readings and page numbers for readings. Some of the readings are not stated and some do not include page numbers (e.g. “Lecture readings” should specify what the reading is and the page numbers).
* The Panel recommends using the ODEE template for the online and in-person syllabus, as it addresses the most important aspects of DL course syllabi.
* **No vote**

1. Geography 5210 (course change; existing course requesting 100% DL)

* **Specify where to access labs and lectures. For example, this could be included as links in the schedule or as a short statement in the “pace of online activities” section. (e.g. “There will be a lab each week. They can be accessed via “method of access,” and they will take approximately X minutes.”)**
* *The syllabus states that the textbook is not required but lists readings from the textbook. Are these recommended readings? Will the readings be provided if they are required?*
* Vasey, Guada, **unanimously approved** with **one contingency** (in bold above) and *one recommendation* (in italics above)

1. Geography 5212 (course change; existing course requesting 100% DL)

* **Specify where to access labs and lectures. For example, this could be included as links in the schedule or as a short statement in the “pace of online activities” section. (e.g. “There will be a lab each week. They can be accessed via “method of access,” and they will take approximately X minutes.”)**
* **The number of labs needs to be clarified. 12 labs are included in the grades section, but the lab description on page 7 says there will be 10 labs.**
* *The prerequisite in the syllabus includes permission of instructor, and the prerequisite on curriculum.osu.edu does not. Consider updating the prerequisite on curriculum.osu.edu to match what is in the syllabus or change what is in the syllabus to match what is on curriculum.osu.edu.*
* Guada, Vasey, **unanimously approved** with **two contingencies** (in bold above) and *one recommendation* (in italics above)

1. Geography 6020 (new course)

* Vasey, Coleman, **unanimously approved**