**ASCC SBS Panel**

Approved Minutes

Monday, October 12, 2020 3:00-4:30 PM

Zoom

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

1. Approval of 9-28-20 minutes
* Amend date and information about GISD (the proposal was reviewed by a subcommittee of CAA/GS, not CAA and the GS)
* Coleman, Guada, **unanimously approved** with two amendments
1. ASC 2120 (course content change & first official submission of QM review)
* The course is taught through the OSU library.
* There is no OSU standard grading scale.
* There is not enough information on assignments, especially for a course that is geared toward first- and second-year undergraduates.
	+ Include more detail on the assignments (e.g. what are the expectations, how will they be graded, etc.). One or two sentences should be sufficient for the syllabus.
* It is unclear if there are readings. There is a textbook, but there aren’t any readings included in the course schedule.
* The Panel recommends assigning one person to oversee the course, especially through this process, since the course is taught by multiple instructors.
* **No vote**
1. Geography 5201 (course change; existing course requesting 100% DL and hybrid delivery) (return)
* The department did not add readings to the schedule. Readings are a required element, and the Panel cannot evaluate the proposal without the readings.
	+ If there is a concern about full citations making the table too long, the full citations can be included at the end of the syllabus and abbreviated references can be included in the schedule.
* It is still unclear to the Panel which components of the course are in-person and which are online for the hybrid option.
* The Panel suggests using the ODEE syllabus template.
* Comments on grading:
	+ There is no standard OSU grading scale.
	+ The section on grading includes the following comment: Your final grade as seen on the course website will be rounded to the nearest whole number (e.g. an 89.49 is a B+ while an 89.50 is an A) before being submitted to the University Registrar at the end of the semester.
		- An 89.50 would be an A- according to the grading scale provided.
* **No vote**
1. Geography 6299 (new course)
* The syllabus lacks specificity, but the ambiguity reflects the flexibility of the capstone.
* The schedule and deadline for assignments are specified, which provides enough structure for a capstone course of this nature.
* Guada, Coleman, **unanimously approved**
1. Political Science 7260 (new course)
* *The Panel notices that on the form in curriculum.osu.edu all the lengths are checked off for the course. Could this course realistically be taught in 4 weeks?*
* Vasey, Coleman, **unanimously approved** with *one comment* (in italics above)
1. Economics 8713 (course change; existing course requesting 100% DL)
	* *The Panel notices that on the form in curriculum.osu.edu all the lengths are checked off for the course. Could this course realistically be taught in 4 weeks?*
* Vasey, Coleman, **unanimously approved** with *one comment* (in italics above)
1. Economics 8723 (course change; existing course requesting 100% DL)
* *The Panel notices that on the form in curriculum.osu.edu all the lengths are checked off for the course. Could this course realistically be taught in 4 weeks?*
* Coleman, Vasey, **unanimously approved** with *one comment* (in italics above)
1. SHS 5860 (new course)
* **There should be a brief description of each type of assignment. This could be done by including a one or two sentence description for each type of assignment under the table on page 5 of the syllabus.**
* **Include statements for academic integrity with respect to each assignment. Being specific about academic misconduct is essential for online courses. It should be clear what the expectations are for each assignment with regards to collaboration, using online information, etc. The expectations may differ by assignment.**
* *Include the cross-listed course number in the curriculum.osu.edu form.*
* Guada, Coleman, **unanimously approved** with **two contingencies** (in bold above) and *one recommendation* (in italics above)