**ASCC Arts and Humanities 1 Panel**

Approved Minutes

Wednesday, January 20, 2021 9:00AM-10:30AM

CarmenZoom

**Attendees**: Bitters, Blackburn, Haddad, Hilty, Koehnlein, Oldroyd, Staley, Steinmetz, Vu

1. Approval of 12/02/2020 Minutes
	* Koehnlein, Blackburn, **unanimously approved**
2. Computational Analysis of Language Certificate
	* The proposal for the certificate is generally very well-crafted. It is evident that this program is different from current programs and it was agreed that the program is an excellent opportunity for intercollege collaboration.
	* *Senior Distance Learning Coordinator Elizabeth Vu suggests that it may be appropriate to check if this program is able to be offered 50% or greater DL/Hybrid. If so, she says that a MOU would need to be filed with ODEE.*
	* **There is language within the submitted advising sheet that is inaccurate and needs to be corrected. Specifically, the “Overlap with a Major” section, the “Certificate Completion” section, the “Filing the certificate program form” section and the “Changing the certificate” section on pages 8 and 9 of the proposal. Please see Appendix 5 of the ASC Operations Manual for a template of the correct information required for certificates and update the advising sheet accordingly.**
	* **The language around ELOs under the Rationale section of the proposal was not clear enough for the certificate proposal. Please use the language from the certificate proposal guidelines, as found on page 94 of the ASC Operations Manual under the Rationale section and provide the following statement “Upon completion of the academic certificate in <specify title>, learners will be better prepared to …” <list a maximum of 3 outcomes>.**
	* *The Panel suggests adding ENGLISH 3721 to the list of courses in the certificate as it is considered a prerequisite for the certificate and Linguistics 2000 is included.*
	* *The Panel notes that LINGUISTICS 5803 is a course currently in Limbo status. Is this course being brought back to be added to the certificate program? They recommend that this be clarified.*
	* Blackburn, Koehnlein, **unanimously approved** with **two contingencies** (in bold above), and *three recommendations and comments* (in italics above).
3. Hindi 1101
	* **The GE language currently in use is outdated within the syllabus. Please update the language to reflect the language of the current GE.**
	* **It is required to have a statement explaining how the course satisfies the GE ELOs. Please add this to the course after the GE Goals and ELOs.**
	* *The current grading system seems confusing to the Panel. They recommend eliminating the point totals and utilize the percentages provided instead.*
	* *On page 2 within the syllabi, under the section “Mode of delivery”, the second sentence is confusing and does not make sense. The Panel suggests rewording this sentence.*
	* *The syllabus currently has language regarding the use of Turkish throughout. It is recommended that this be updated to reflect the course material being administrated.*
	* *Currently, the Academic Misconduct statement found in the ASC Operations manual is the standard language that must be included within ASC course syllabi and differs from the language provided in both the ASCTech and ODEE templates. The Panel recommends including the ASC Academic Misconduct statement within your section regarding Academic Misconduct to be compliant with these standards.*
	* Blackburn, Koehnlein, **unanimously approved** with **two contingencies** (in bold above) and *four recommendations* (in italics above).
4. Hindi 1103
	* **The GE language currently in use is outdated within the syllabus. Please update the language to reflect the language of the current GE.**
	* **It is required to have a statement explaining how the course satisfies the GE ELOs. Please add this to the course after the GE Goals and ELOs.**
	* *The current grading system seems confusing to the Panel. They recommend eliminating the point totals and utilize the percentages provided instead.*
	* *The syllabus currently has language regarding the use of Turkish throughout. It is recommended that this be updated to reflect the course material being administrated.*
	* *Currently, the Academic Misconduct statement found in the ASC Operations manual is the standard language that must be included within ASC course syllabi and differs from the language provided in both the ASCTech and ODEE templates. The Panel recommends including the ASC Academic Misconduct statement within your section regarding Academic Misconduct to be compliant with these standards.*
	* *On page 2 within the syllabi, under the section “Mode of delivery”, the second sentence is confusing and does not make sense. The Panel suggests rewording this sentence.*
	* Staley, Blackburn, **unanimously approved** with **two contingencies** (in bold above) and *four recommendations* (in italics above)
5. Philosophy 1332
	* **Currently, the goals and ELOs are combined into one (1) section with one (1) goal and two (2) ELOs on page 2 of the syllabus. Please separate these into different sections within the syllabus.**
	* *Does the department intend to teach this course in all course lengths, including as a four (4) week course?*
	* *Currently, the Academic Misconduct statement found in the ASC Operations manual is the standard language that must be included within ASC course syllabi and differs from the language provided in both the ASCTech and ODEE templates. The Panel recommends including the ASC Academic Misconduct statement within your section regarding Academic Misconduct to be compliant with these standards.*
	* Koehlein, Blackburn, **unanimously approved** with **one contingency** (in bold above) and *two recommendations and comments* (in italics above).
6. Philosophy 2120
	* **The course is listed as satisfying two (2) GE requirements. Currently, the two GE categories and ELOs are listed together under one section of the syllabus. Please separate the GE categories into separate sections with their own respective Goals, ELOs, and description of why the course satisfies the GE requirement.**
	* *Does the department intend to teach this course in all course lengths, including as a four (4) week course?*
	* *Currently, the Academic Misconduct statement found in the ASC Operations manual is the standard language that must be included within ASC course syllabi and differs from the language provided in both the ASCTech and ODEE templates. The Panel recommends including the ASC Academic Misconduct statement within your section regarding Academic Misconduct to be compliant with these standards.*
	* *The Panel suggests removing boilerplate language throughout the syllabus that does not apply to the course (e.g., such as language regarding recitations).*
	* Blackburn, Koehnlein, **unanimously approved** with **one contingency** (in bold above) and *three recommendations and comments* (in italics above).
7. Philosophy 2465
	* **The GE ELOs are listed within the syllabus, but the GE goal is missing. Please add the GE goal.**
	* *Does the department intend to teach this course in all course lengths, including as a four (4) week course?*
	* Koehnlein, Blackburn, **unanimously approved** with **one contingency** (in bold above) and *one comment* (in italics above).
8. History of Art 3901
	* **The section of the syllabus providing information about grading and assignments is unclear. Please clarify how the assignments fit into the course’s overall grade and provide more details about the specific assignments, such as a topic and page length of the reflection paper.**
	* **The syllabus contains GE ELOs but the Goals for the GE Categories is missing. Please add the Goals to the syllabus under the GE information.**
	* Staley, Koehnlein, **unanimously approved** with **two contingencies** (in bold above).
9. Hebrew 1101.01 and Hebrew 1103.01
	* **The syllabi, under the GE section, do not contain the required language about how the courses satisfy the GE ELOs. Please add this language to the syllabi.**
	* **The syllabi do not currently list out specifics regarding assignments and what they entail. Please add more information within the syllabi regarding assignments, such as information about the final exam, recordings/presentations, weekly quizzes, etc.**
	* *Under the “Mode of delivery” section on page 2 of the syllabi, it mentions, “there are four required sessions”. The Panel suggests changing that language to “there are four required sessions weekly” as they feel as the current wording suggests to students that they would only need to log in to a synchronous Zoom classroom four (4) times the entire semester.*
	* *Under the Credit Hours and work expectations section on page 2 of the syllabi, it is mentioned that this is a four (4) credit hour course yet requires six (6) hours of out-of-classroom work. For a four (4) credit hour course, it is expected that there be eight (8) hours of out-of-classroom work under Ohio State bylaws on instruction. The Panel recommends this be changed within the syllabus to eight (8) hours of out-of-classroom work.*
	* Koehnlein, Blackburn, **unanimously approved** with **two contingencies** (in bold above) and *two recommendations* (in italics above).