**ASCC Arts and Humanities 1 Panel**

Approved Minutes

Wednesday, February 3rd, 2021 9:00AM – 10:30AM

CarmenZoom

**Attendees:** Anderson, Blackburn, Hilty, Koehnlein, Oldroyd, Staley, Steinmetz, Vu

1. Approval of 01/20/2021 Minutes
	* Blackburn, Koehnlein, **unanimously approved**
2. Art 4006 and 4056
	* **The link included in the academic misconduct section on page 8 is incorrect. Please see the ASC Curriculum and Assessment Services website (**[**https://asccas.osu.edu/curriculum/syllabus-elements**](https://asccas.osu.edu/curriculum/syllabus-elements)**) for the most up-to-date language surrounding the academic misconduct statement and the proper link.**
	* *The Panel recommends removing the distance learning language (as found on page 6 of the syllabus) in the syllabus to clarify that this course is being offered in-person and not at a distance or in hybrid format.*
	* *The Panel would like to suggest including a rubric for the critiques, so that students can fully and clearly understand how their grade will be assessed during the course.*
	* *Kellie Brennan is listed as the Title IX Coordinator on page 9 of the syllabus. She is no longer the Title IX Coordinator and the Panel recommends removing her name and using the most up-to-date language regarding Title IX, found on the ASC Curriculum and Assessment Services website (*[*https://asccas.osu.edu/curriculum/syllabus-elements*](https://asccas.osu.edu/curriculum/syllabus-elements)*).*
	* Koehnlein, Blackburn, **unanimously approved** with **one contingency** (in bold above) and *three recommendations* (in italics above)
3. Art 4014
	* **The link included in the academic misconduct section on page 5 is incorrect. Please see the ASC Curriculum and Assessment Services website (**[**https://asccas.osu.edu/curriculum/syllabus-elements**](https://asccas.osu.edu/curriculum/syllabus-elements)**) for the most up-to-date language surrounding the academic misconduct statement and the proper link.**
	* *The Panel recommends breaking up the large 70% overall grade on page 4 into smaller percentages (such as potentially 35% for the midterm and 35% for the final, if that is accurate) so that students are able to accurately judge their performance in the course by week 8.*
	* *The Panel recommends adding further clarity about the 20% participation/lectures/reading/discussions/critiques category as found on page 4. They feel this could be confusing to students trying to calculate their grade as it is unclear what percentage each segment contributes to the final 20% total.*
	* *Kellie Brennan is listed as the Title IX Coordinator on page 7 of the syllabus. She is no longer the Title IX Coordinator and the Panel recommends removing her name and using the most up-to-date language regarding Title IX, found on the ASC Curriculum and Assessment Services website (*[*https://asccas.osu.edu/curriculum/syllabus-elements*](https://asccas.osu.edu/curriculum/syllabus-elements)*).*
	* The Panel thought it was a great idea to include gender-neutral pronouns in the diversity statement.
	* Staley, Blackburn, **unanimously approved** with **one contingency** (in bold above), *three recommendations* (in italics above) and one comment.
4. WGSS and AAAS 2367.04
	* **Please add the required statement on academic misconduct. The statement can be found on the ASC Curriculum and Assessment Services website at** [**https://asccas.osu.edu/curriculum/syllabus-elements**](https://asccas.osu.edu/curriculum/syllabus-elements) **.**
	* **The Panel feels the proposed online syllabus is not as rigorous in both content and assignments when compared to the current, in-person syllabus and would like to see the proposed online syllabus be comparable to the in-person syllabus. For example, on page 3 of the online syllabus, there is only one (1) novel being assigned while on page 3 of the in-person syllabus, there are four (4) novels assigned.**
	* *The Panel noticed on the WGSS course change sheet submitted to curriculum.osu.edu, only 14- and 12-week options were selected yet the proposed online syllabus is for six (6) weeks. They would like to recommend reviewing all course lengths to determine in what course length format this course is to be taught.*
	* *The Panel recommends clarifying that this course is to be offered in an asynchronous format, as the word asynchronous is not explicitly mentioned anywhere within the syllabus.*
	* *The Panel recommends clarifying the language surrounding course assignments, as found on pages 3 and 4 of the online syllabus. They feel there is not sufficient explanation regarding participation and the short paper requirements and how “To-Dos” in the course schedule (found on pages 7-9) fit into the three assignment requirements. For example, during week one (1), the schedule on page 7 states students will be creating a concept map, but it is unclear how this will factor into a student’s overall grade.*
	* *The Panel recommends removing the references to creating videos with QuickTime and instead recommend students create videos using CarmenZoom.*
	* *Under the “Necessary equipment” section on page 5 of the syllabus, it is suggested that “Windows 7+” be changed to “Windows 10+” as Windows 7 is no longer a supported software.*
	* Blackburn, Koehnlein, **unanimously approved** with **two contingencies** (in bold above) and *five recommendations* (in italics above).
5. WGSS 4560
	* **Please add the required statement on academic misconduct. The statement can be found on the ASC Curriculum and Assessment Services website at** [**https://asccas.osu.edu/curriculum/syllabus-elements**](https://asccas.osu.edu/curriculum/syllabus-elements) **.**
	* *The Panel recommends reevaluating and rewording the course objectives and learning outcomes, as they feel as they are vague and unspecific.*
	* *The Panel recommends fixing several confusing typos within the syllabus, such as on page 1 under the “Important Information About Online Class Delivery” section where it refers to this course as WGSS 1110H and being “part asynchronous and part asynchronous” and on page 2 where it mentions the course meets on Fridays from 9:35 to 10:55 but on page 1 mentions the course meets from 11:10 – 12:10.*
	* *The Panel recommends reviewing the assignment descriptions and adding additional language clarifying expectations and details on course assignments, especially regarding the “Altar-making” assignment found on page 2.*
	* *The Panel noticed that the course calendar found on pages 4-7 contains dates for both Autumn and Spring semester. They recommend this be adjusted to only one semester as having both dates could be confusing to students.*
	* Blackburn, Koehnlein, **unanimously approved** with **one contingency** (in bold above) and *four recommendations* (in italics above)
6. WGSS 2260
	* *The Panel recommends clarifying some language surrounding the mode of delivery found on pages 3 and 4. Under the mode of delivery section on page 3, it mentions the course is synchronous and that students “must attend classes” but on page 4, it mentions that under Office Hours and Live Sessions that they are optional.*
	* *In the course description on page 1, it mentions a required trip to the Ohio History Center that appears to be removed from the online version of this course. The Panel recommends resolving this discrepancy; however, they would add that including this type of off-campus visit may still be viable, even in a 100% DL version of a course.*
	* *On page 7, under the Email section, it mentions that students should include the subject line “WGSS 2250” when emailing the instructor regarding this course, yet the course number is WGSS 2260. The Panel recommends correcting this typo.*
	* Koehnlein, Blackburn, **unanimously approved** with *three recommendations* (in italics above)
7. Design 3105
	* *The course calendar submitted was for an 8-week course but the course change sheet submitted to curriculum.osu.edu only mentions they would like this course to be offered as a 14- or 12-week course. The Panel recommends reviewing the course change sheet to determine what lengths this course is to be offered and to make the necessary changes to the course change sheet found on curriculum.osu.edu.*
	* *On page 1, under the Format section, the syllabus mentions that this course has 2 hours and 40 minutes and instructional hours per week which is the amount for a typically 14-week course and not the proposed 8-week course. The Panel recommends changing this to the correct amount of instructional hours.*
	* *On page 7 of the syllabus, the Safe University Escort Service is referenced and link to. This service is not defunct and has been replaced by the “Lyft Ride Smart at Ohio State” service. Additional information can be found at* [*https://ttm.osu.edu/ride-smart*](https://ttm.osu.edu/ride-smart) *.*
	* Staley, Koehnlein, **unanimously approved** with *two recommendations*
8. WGSS 4520
	* *On page 1 of the syllabus, in the Disability Statement box, the final few words of the Disability Statement seem to have been cut off due to the text block. The Panel recommends reconfiguring the format to allow the full statement to be visible on the syllabus.*
	* *Under the “Necessary equipment” section on page 5 of the syllabus, it is suggested that “Windows 7+” be changed to “Windows 10+” as Windows 7 is no longer a supported software.*
	* Koehnlein, Blackburn, **unanimously approved** with *two recommendations* (in italics above)
9. Design 3505
	* **Please add the required statement on academic misconduct. The statement can be found on the ASC Curriculum and Assessment Services website at** [**https://asccas.osu.edu/curriculum/syllabus-elements**](https://asccas.osu.edu/curriculum/syllabus-elements) **.**
	* Blackburn, Koehnlein, **unanimously approved** with **one contingency** (in bold above)
10. Design 3305
	* *The course calendar submitted was for an 8-week course but the course change sheet submitted to curriculum.osu.edu only mentions they would like this course to be offered as a 14- or 12-week course. The Panel recommends reviewing the course change sheet to determine what lengths this course is to be offered and to make the necessary changes to the course change sheet found on curriculum.osu.edu.*
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	* Blackburn, Koehnlein, **unanimously approved** with *three recommendations* (in italics above)