**ASCC Arts and Humanities 1 Panel**

Approved Minutes

Wednesday, February 17, 2021 9:00AM – 10:30AM

CarmenZoom

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

1. GE update – Submission forms for Foundation courses

* Meg Daly requested feedback on the forms from ASCC. Some Panels have also looked at the forms that are specific to their divisions. A&H2 reviewed the forms at their last meeting and provided feedback.
* Historical and Cultural Studies is a new category that combines Historical Study and Cultures and Ideas. From the ELOs, it is clear that departments are supposed to choose either Historical or Cultural Studies. A&H2 suggested saying “or” in the category and having the form only display questions pertinent what is selected (either Historical or Cultural Studies).
* Writing and Information Literacy will be English 1110 and any 2367 courses that do not become embedded literacy courses. Currently, there are submission guidelines for the writing GE courses that are not part of the ELOs. There’s an expectation that courses will provide feedback on students’ writing, give students an opportunity to revise their writing, teach grammar, limit class sizes, and provide an appropriate writing text. Do we keep some of these additional requirements on content and mode of delivery in the new GE? A&H2 included statements that ask about instructor-student ratio and writing manuals in the ELO explanation.
* Literary, Visual, and Performing Arts (former Literature and VPA combined): The ELOs sometimes say “and” and sometimes say “and/or.” A&H2 wanted to confirm that courses will not have to fulfill all three and requested that the language be consistent with this requirement (i.e., use “and/or” in the ELOs).
* Race, Ethnic, and Gender Diversity should be “and” in the ELOs, as it has already been defined by OAA. There is some inconsistency in the ELO language (i.e., use of “or”).
* A&H1 agrees with feedback from A&H2 on the submission forms for Foundation courses

1. Approval of 2-3-2021 minutes

* Koehnlein, Staley, **unanimously approved**

1. Public Health and the Arts Minor (new) (ASC & Public Health)

* The Panel is enthusiastic about this innovative minor. They particularly like the inclusion of practice/performance/service-learning courses, which will allow students to pull together the theory they learn in other courses.
* **Request a concurrence as a formality from the Department of English, as they run the Medical Humanities minor, and there is some overlap in courses.**
* **Clarify advising and faculty oversight of the minor. Include a statement that explains who is in charge of the minor and include a contact.** 
  + **Advising: Typically, an interdisciplinary minor is placed within a unit for administration or a specific advisor is chosen. Faculty advisors could oversee the minor and staff advisors could be in charge of the everyday advising issues. These people should be listed in the proposal and identified on the advising sheet.**
  + **Faculty oversight: Consider creating an advisory board or committee to oversee the curriculum. The committee would be in charge of monitoring the minor, making adjustments to the curriculum and would be the point of contact for units interested in adding their courses to the minor.**
* **Advising sheet, p. 2:**
  + **Credit hours required “A minimum of 12 hrs (some minors required).” This is boilerplate language & should be replaced with “A minimum of 15 hrs.”**
  + **Two other paragraphs (under “Approval required” and “Changing the minor”) contain boilerplate instructions for what information to share. These paragraphs should be adjusted to reflect the specifics of this particular minor.**
* Blackburn, Koehnlein, **unanimously approved** with **three contingencies** (in bold above)

1. Linguistics 3601 (existing course with GE Cultures and Ideas & Diversity-Social Diversity in the U.S.; requesting 100% DL)

* **Include the required disability services statement, which can be found in the Curriculum and Assessment Operations Manual.**
* *There are two GE ELOs for Diversity: Social Diversity in the US. On page 2 of the syllabus, it appears that a copy/paste error may have added lines to the ELOs, giving the appearance that there are additional ELOs. Please correct this before offering.*
* *Include information on the length of synchronous meetings.*
* *The Panel recommends updating the language under “Required equipment” where it mentions Windows 7+ to Windows 10+, as Windows 7 is no longer supported software.*
* *The Panel recommends updating the language around Title IX. Kellie Brennan is no longer the Title IX Coordinator. The most up-to-date language can be found at* [*https://asccas.osu.edu/curriculum/syllabus-elements*](https://asccas.osu.edu/curriculum/syllabus-elements) *.*
* Staley, Koehnlein, **unanimously approved** with **one contingency** (in bold above) and *four recommendations* (in italics above)

1. History of Art 2002 (existing course with GE VPA, GE Historical Study & GE Diversity—Global Studies; request for 100% DL)

* **The syllabus includes outdated general education language from the pre-semester GEC. Remove references to the GEC and “Arts and Humanities Breadth section.” Include the goal for Diversity: Global Studies in addition to the expected learning outcomes. Additionally, there should be a brief description of how the GE expected learning outcomes will be met in the course.**
* *Include more information on attendance and participation. What are the standards for participation (e.g., logging in to Carmen and participating once a week, etc.)? What happens when a student cannot attend/log on (the in-person syllabus does have an explanation of what happens when students are unable to attend and participate)?*
* *Fix the formatting of the assignment table on page 4. Some text is cut off.*
* Koehnlein, Blackburn, **unanimously approved** with **one contingency** (in bold above) and *three recommendations* (in italics above)

1. History of Art 2003 (existing course with GE VPA, GE Historical Study & GE Diversity—Global Studies; request for 100% DL)
   * **Please add ASC’s 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)**. Additional language on academic misconduct can also be included.**

* *Consider revising course learning goals to include language that is more concrete and measurable (e.g., analyze, interpret, etc.)*
* *The description of the exam could be clearer, particularly the “unknown images” aspect of the exams. It was unclear to the Panel what this part of the exam would include.*
* *As mentioned on the ASCTech distance learning checklist, the syllabus should include dates on the schedule and links to academic support services and student services.*
* Staley, Koehnlein, **unanimously approved** with **one contingency** (in bold above) and *three recommendations* (in italics above)

1. History of Art 4820 (existing course with GE VPA & GE Diversity—Global Studies; request for 100% DL)

* **The syllabus includes outdated general education language from the pre-semester GEC. Remove references to the GEC and “Arts and Humanities Breadth section.” Additionally, the course is not approved for GE Historical Study, and information for this GE category should be removed from the syllabus.**
* **Provide information on assignments, particularly the presentation and exams.**
* *The Panel recommends updating the language under “Required equipment” where it mentions Windows 7+ to Windows 10+, as Windows 7 is no longer supported software.*
* *A note on the grade distribution says that “Failure to complete any portion of the course will result in a grade of “F”. The Panel was confused as failure to complete one portion would normally be a loss of only 20% of the student’s grade. If this additional policy is beneficial for the students, perhaps provide more clarity around how it would be implemented.*
* Koehnlein, Staley, **unanimously approved** with **two contingencies** (in bold above) and *two recommendations* (in italics above)

1. History 1681 (existing course with GE Historical Study & GE Diversity—Global Studies; request for 100% DL)

* **Page 2 of the syllabus says, “The 1st lecture of the week will be “live” on Zoom, every Wednesday from 10 AM to 12 PM (except for June 5, which is the Friday following the MIDTERM, and June 11, which is the Thursday following the “Past in the Present” assignment).” The Panel found this description of the schedule for live lectures confusing. Are these other days outside scheduled class times? Clarify the schedule for live lectures.**
* **The GE language for Historical Study and Diversity: Global Studies is outdated. Include the correct goals and expected learning outcomes, which be found in the Curriculum and Assessment Operations Manual. Additionally, include a brief statement of how the learning outcomes are met with more specificity. The explanation currently provided is vague; the statement could specify which readings, lectures, assignments, etc. meet learning outcomes.**
* *The Panel recommends updating the language under “Required equipment” where it mentions Windows 7+ to Windows 10+, as Windows 7 is no longer supported software.*
* *The Panel recommends updating the language around Title IX. Kellie Brennan is no longer the Title IX Coordinator. The most up-to-date language can be found at* [*https://asccas.osu.edu/curriculum/syllabus-elements*](https://asccas.osu.edu/curriculum/syllabus-elements) *.*
* Blackburn, Koehnlein, **unanimously approved** with **two contingencies** (in bold above) and *two recommendations* (in italics above)

1. History 2210 (existing course with GE Cultures and Ideas, GE Historical Study & GE Diversity—Global Studies; request for 100% DL)

* **Provide a brief statement of how GE expected learning outcomes will be met in the course.**
* *Clearly state the course format (for example, 100% asynchronous distance learning). It is not entirely clear what the format of the course is.*
* *The Panel recommends updating the language under “Required equipment” where it mentions Windows 7+ to Windows 10+, as Windows 7 is no longer supported software.*
* *The Panel recommends updating the language around Title IX. Kellie Brennan is no longer the Title IX Coordinator. The most up-to-date language can be found at* [*https://asccas.osu.edu/curriculum/syllabus-elements*](https://asccas.osu.edu/curriculum/syllabus-elements) *.*
* Blackburn, Staley, **unanimously approved** with **two contingencies** (in bold above) and *three recommendations* (in italics above)