**ASCC Arts and Humanities 2 Panel**

Approved Minutes

Monday, April 12th, 2021 12:30PM – 2:00PM

CarmenZoom

**Attendees**: Anderson, Bitters, Folden, Hilty, Romero, Vankeerbergen, Wilson

1. Approval of 03/22/21 Minutes
   * Romero, Folden, **unanimously approved**
2. English 4572 (existing course requesting 100% DL) (return)
   * *The Panel recommends clarifying what assignments students will be completing in the textbook, as they noticed there were both “basic” and “advanced” assignments within the book.*
   * Folden, Romero, **unanimously approved** with *one recommendation* (in italics above)
3. Dance 6805 (new course)
   * *On page 5 of the syllabus, under the Title IX section, the syllabus mentions Kellie Brennan as being the Title IX Coordinator. The Panel recommends removing her name, as she is no longer the Title IX Coordinator and the most up-to-date language 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) *.*
   * *On page 3 of the syllabus, there appears to be a note-to-self erroneously left in the syllabus above the “Preparedness, Participation, and Professionalism” section that the Panel recommends removing.*
   * *The Panel recommends adding page numbers to the course readings on the course schedule, found on pages 8-14 of the syllabus.*
   * *On page 1 of the syllabus, it is mentioned that this course is 3 units. The Panel suggest changing this to 3 credit hours, as they are unsure if students will understand that units and credit hours are the same value and could cause confusion.*
   * Romero, Folden, **unanimously approved** with *four recommendations* (in italics above)
4. Spanish in Health Care & Human Services Certificate (1B and 3B)
   * B. Vankeerbergen will obtain a letter of support from David Horn before this certificate advances to the Graduate School for further approval.
   * *On page 5 of the certificate proposal, under the “Recruitment” section, the Panel suggests adding information regarding how the Department will reach out to graduate programs in other fields, such as the medical fields, in order to promote this new certificate. The current language under “recruitment” only mentions undergraduates in SPPO and thus does not address the graduate certificate.*
   * *The Panel asks that a few changes be made to the advising sheet:* 
     + *There is a formatting issue with the sheet: information that should appear in the right column actually continues on the next page. Instead of inserting the sheet in the proposal as a pdf, please upload the sheet separately as a Word document. This will be necessary to upload the sheet on the ASC website.*
     + *At the top of the advising sheet, under Coordinating Advisor, the Panel asks that the contact information for Michelle Coria and Rachel Sanabria be added in order for students to be able to reach out and inquire about the certificate program.*
     + *Under the “Grades required” section, on the second bullet point regarding minimum cumulative point-hour ration, please add 3.00 for graduate students, as graduate students are required to have a 3.00 point-hour ratio in order to receive credit for the certificate.*
     + *Under the “Certificate Completion” section of the advising sheet, it is mentioned that students should consult an advisor for courses marked with an \*. However, no courses appear to be marked with an \* for this certificate program and the Panel requests that this be clarified.*
     + *The Panel requests that the language under “Filing the certificate program form” and “Changing the certificate” be replaced with the boilerplate language for this section, which can be found as Appendix 5 (or, page 119) in the ASC Curriculum and Assessment Services Operations Manual, located here:* [*https://asccas.osu.edu/sites/default/files/ASC\_Curriculum\_and\_Assessment\_Operations\_Manual.pdf*](https://asccas.osu.edu/sites/default/files/ASC_Curriculum_and_Assessment_Operations_Manual.pdf)

*In other words, the following language now found on the advising sheet needs to be removed:*

*Filing the certificate program form*

*The certificate program form must be filed at least by the time the graduate application is submitted to a college/school advisor.*

*Changing the certificate*

*Once the certificate program is filed in the college office, any changes much be approved by the academic unit offering the certificate or the college advisor.*

*Instead, the following language should be included:*

*Consult with Advisor*

*• For filing deadlines.*

*• For changes or exceptions to a certificate plan*

* + Folden, Romero, **unanimously approved** with *six recommendations* (in italics above)

1. English 2176 (new course) (also requesting new GE Foundation: REGD)
   * *On page 3 of the syllabus, there is mention of a final exam but no further information regarding this exam, such as content and method of examination. The Panel recommends adding this to the syllabus.*
   * *On page 4 of the syllabus, there is a grading scale provided, however this grading scale is not in ranges and contains no letter grade of “E”. The Panel recommends adding ranges to this grading scale and the letter grade of “E” to prevent student confusion of their grade.*
   * *The Panel recommends further breaking down the points for the rhetorical analyses and reading responses assignments (found on page 3 of the syllabus) to indicate how many points each individual assignment is worth.*
   * *For the Reading Responses assignments, the Panel suggests explaining what check+, check, and check- (as explained on page 4 of the syllabus) translate into percentage to allow students to be able to accurately calculate their grade within the course.*
   * *The Panel recommends providing reading page numbers for the course readings on the course schedule, which is found on pages 9-11 on the syllabus.*
   * Romero, Folden, **unanimously approved** with *five recommendations* (in italics above)
2. English 2223 (new course) (also requesting new GE Foundation: REGD)
   * The Panel would like a comment made that they believe the work-load for this course could potentially be too large for a 3 credit hour course.
   * *On page 5 of the syllabus, under “Instructor Contact Info”, the email provided is a Gmail email account. The Panel asks that this be changed to the instructor’s official OSU email account to keep in-line with data security policies.*
   * *On page 3 of the syllabus, under the “Absence and Late Paper Policy”, the Panel would like to ask the instructor to consider if the absence policy is potentially punitive in nature and whether or not there is a difference between excused and unexcused absences.*
   * *The Panel suggests adding a grading scale to the syllabus.*
   * *The Panel suggests adding Title IX information to the course syllabus. The most up-to-date Title IX language 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) *.*
   * Folden, Romero, **unanimously approved** with one comment and *four recommendations* (in italics above)
3. English 3559 (new course) (also requesting GE Themes: Citizenship for a Diverse and Just World)
   * *The Panel suggests adding Title IX information to the course syllabus. The most up-to-date Title IX language 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 suggests adding a grading scale to the syllabus.*
   * *The Panel recommends utilizing the University’s recommendation to place the Disability Services statement (found on page 7 of the syllabus) in 16 point font.*
   * *The Panel recommends adding page numbers to the course readings on the course schedule (which is on pages 4 and 5 of the syllabus).*
   * Romero, Folden, **unanimously approved** with *four recommendations* (in italics above)
4. English 2222 (new course) (also requesting new GE Themes: Citizenship for a Diverse and Just World)
   * *The Panel suggests adding a grading scale to the syllabus.*
   * The Panel would like to comment that there appears to be a rather significant amount of secondary reading materials that may potentially prove too heavy of a work-load for 3 credit hours.
   * Folden, Romero, **unanimously approved** with *one recommendation* (in italics above) and one comment
5. English 3161 (new course) (also requesting new GE Themes: Health and Wellbeing)
   * *On page 3 of the syllabus, under the “Grading” section, the grading scale mentions that it employs the OSU standard grading scale. Please remove this reference, as OSU does not have a standardized grading scale.*
   * *The Panel suggests potentially reconsidering the absence policy where after 8 absences a student automatically fails the course, as they worry this could be potentially punitive. Additionally, they suggest creating a distinction between excused and unexcused absences.*
   * Folden, Romero, **unanimously approved** with *two recommendations* (in italics above)
6. English 3362 (new course) (also requesting new GE Themes: Health and Wellbeing)
   * The Panel would like a comment made that they believe the work-load for this course could potentially be too large for that of a 3 credit hour course.
   * *On page 7 of the syllabus, under the Title IX section, the syllabus mentions Kellie Brennan as being the Title IX Coordinator. The Panel recommends removing her name, as she is no longer the Title IX Coordinator and the most up-to-date language 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 adding the due dates for the written assignments and reading quizzes into the course schedule, found on pages 3-6 of the syllabus.*
   * *The Panel recommends adding a description of the 2 papers (as discussed on page 2 of the syllabus) and including the expectations regarding these essays.*
   * *Please add the correct disability statement, at the University recommended size 16 font within the syllabus. The correct, most up-to-date language can be found at* [*https://asccas.osu.edu/curriculum/syllabus-elements*](https://asccas.osu.edu/curriculum/syllabus-elements) *.*
   * Romero, Folden, **unanimously approved** with one comment and *four recommendations* (in italics above)