**ASCC SBS Panel**

Approved Minutes

Thursday, January 21, 2021 8:30AM – 10:00AM

CarmenZoom

**Attendees:** Coleman, Guada, Hilty, Hubbe, Kline, Moritz, Piperata, Valle, Vankeerbergen, Vasey, Vu

1. Approval of 12/07/2020 Minutes

* The beginning sentence of the first bolded item under the “Revision Anthropology PhD & stop admission in terminal MA” section is confusing, and the Panel requests that it be reworded.
* Coleman, Vasey, **unanimously approved** with one amendment.

1. Anthropology Guests Speaking on Behalf of Ph. D. Program Revision
   * Dr. Mark Hubbe and Dr. Mark Moritz from the Department of Anthropology came to speak at today’s meeting after an invitation was sent to discuss the revisions to the Anthropology Ph. D program that were approved with contingencies during the previous Panel meeting.
   * Discussing data management, Hubbe remarked that the Department plans on managing data through a joint effort between their Program Coordinator and Graduate Studies Committee while also holding annual faculty meetings to discuss their graduate students. Annual faculty meetings are currently a practice the Department already participates in.
   * The Panel suggests looking at the Department of Women’s, Gender and Sexuality Studies and their recent reconfiguration of undergraduate assessment. WGSS’s assessment plan is strategic and comprehensive and allows them to select a single ELO to examine per course rather than examine every ELO at every given time. The Panel feels as if may be useful to Anthropology in developing their assessment plan.
   * There was a point brought up that Anthropology should focus on direct assessment in their plan rather than indirect assessment, as these are not absolutely necessary in assessment.
   * It is important to mention that the Department of Anthropology has the flexibility to articulate their own benchmarks and are able to develop an assessment plan that allows them to assess what they deem to be successful or unsuccessful.
   * Hubbe and Moritz remarked that they hoped to provide the revised Anthropology Ph. D program in the coming weeks for the Panel to review and advance.
2. ASC 2120
   * **The assignments portion of the syllabus may cause confusion to students:**
     + **Pp. 3-6: It is confusing to have the point breakdown included in the schedule rather than in a separate section.**
     + **P. 6: Please add information regarding all the specific assignments listed under the “Assignments” heading within the syllabus (i.e., information cycle, peer reviews, screencasts, guided reviews). These assignments should be itemized separately and explained in a sentence or two. Additionally, the Panel thought it may be confusing to students for there to be a sub-header under “Assignment Types” called “Assignments” and recommend changing that language.**
   * *The Panel suggests utilizing the DL syllabus template created by the Office of Distance Education and eLearning. This template will, amongst others, provide a basis for solving the confusion surrounding course assignments (see above). It has a clear “How your grade is calculated” section and another section called “Descriptions of major course assignments.”*
   * Vasey, Coleman, **unanimously approved** with **one contingency** (in bold above) and *one strong recommendation* (in italics above).
3. Geography 2100
   * **The assignments section within the syllabus is not descriptive enough. Please add additional information regarding the assignments, including the reading quizzes, discussion posts, and the two exams as found on pages 5 and 6. The information that is requested includes assignment details, assignment start and due dates, and the nature of the exams (mode of delivery, are they comprehensive, etc.).**
   * **There was confusion surrounding the flexibility and deadlines of the course, as described on page 3 of the syllabus. The Panel feels as if the language currently used is confusing surrounding weekly and biweekly deadlines under the “Pace of online activities” section and would like to see that clarified.**
   * **Please change how course readings are listed within the syllabus (as currently some are listed in the Course Materials and Technologies section on pages 4 and 5 while others are listed in the Course Schedule on pages 10-12) to a single location.**
   * **The Panel feels as if there is confusion surrounding course assignment deadlines in the current syllabus and would like that language clarified from the course schedule on pages 10-12. Please add course assignment specific deadlines to the syllabus.**
   * Guada, Vasey, **unanimously approved** with **four contingencies** (in bold above).
4. Geography 5210
   * *The Panel suggests clarifying the textbook requirement, listed on page 2 of the syllabus, as it is currently listed as recommended while chapters are listed as assignments on the schedule on pages 12 and 13.*
   * Guada, Piperata, **unanimously approved** with *one recommendation* (in italics above).
5. Geography 5402
   * **When reviewing the syllabus, the Panel determined that there are confusing elements within the syllabus. Please see below for several examples of things the Panel would like clarified:** 
     + **The current course schedule and assignment grading table are not descriptive enough and unclear. The Panel would like to see the course schedule to be more fully developed on page 12.**
     + **The Panel would like to see the due dates from the grade box on page 5 moved to the schedule on page 12 for the sake of clarity.**
     + **The Panel also found there to be confusion around the color scheme of both the grading box (on page 5) and the course schedule (on page 12) and would like to see this clarified, as they could not determine why certain colors were used when they were and found it generally confusing.**
   * **Please provide a list of the readings that are to be offered to students via CarmenCanvas as discussed on page 3 of the syllabus.**
   * **Please clarify the language around “Required Supplemental Material” on page 3 of the syllabus. The Panel feels as if using the word “supplemental” is too indicative of recommended and will be confusing to students about whether they need to review these materials for course assignments and how these assignments fit into the overarching structure of the course (are they outside-of-class viewings/readings, homework viewings/readings, etc.).**
   * *Kellie Brennan is no longer the Title IX coordinator. The Panel suggests removing her name from the Title IX section, on page 10, while the most up-to-date Title IX information can be found on the Curriculum and Assessment Services website.*
   * Piperata, Vasey, **unanimously approved** with **three contingencies** (in bold above) and *one recommendation* (in italics above).
6. International Studies 2500
   * **The assignments in the course syllabus are too vague. Please provide additional information and explanations for the assignments in the course, particularly regarding the reading quizzes and exams as discussed on pages 6 and 7.**
   * **There are currently no course assignment deadlines on the syllabus. The Panel would like to see deadlines added to the course schedule as found on pages 11-14.**
   * Coleman, Vasey, **unanimously approved** with **two contingencies** (in bold above).
7. International Studies 2800
   * Kellie Brennan is no longer the Title IX coordinator. The Panel suggests removing her name from the Title IX section, on page 6; the most up-to-date Title IX information can be found on the Curriculum and Assessment Services website.
   * The Panel was concerned about the lack of deadlines on assignments within the course schedule (as found on pages 6-11) and would like to see them added to the syllabus.
   * The Panel discussed that there are both recorded lectures and synchronous Zoom classes for this course, as found on pages 2 and 3 of the syllabus. They would like to see more informational regarding the nature of the recorded lectures, as they are concerned that having both would be outside the scope of a three (3) credit hour course and require the course to potentially have an additional credit hour(s).
   * **No Vote**.