**ASCC Assessment Panel**

Approved Minutes

Friday, April 9, 2021 9:00AM – 10:30PM

CarmenZoom

**Attendees**: Anderson, Hilty, Kusaka, Lam, Putikka, Oldroyd, Rush, Samuels, Vu

1. Minutes
	* Rush, Putikka, **unanimously approved**
2. History 3312 (existing course with GE Historical Study; request for 100% DL) (return)
	* *Indicate whether the quizzes and exams are open note. There is information indicating they must be done independently, but it is not clear if students can use any course materials.*
	* *Clarify office hour arrangements (i.e., how students access office hours virtually)*
	* *Provide a grading scale on final syllabus*
	* Samuels, Putikka, **unanimously approved** with *three recommendations* (in italics above)
3. Hebrew 3704 (existing course with GE Literature & GE Diversity-Global Studies; also GE Foundation: Literary, Visual, and Performing Arts; request for 100% DL)
	* *The Panel recommends including more information on academic integrity (e.g., if quizzes/exams are open note, if students can seek outside help, etc.) for individual assignments, as additional clarity can be useful for online courses.*
	* Rush, Putikka, **unanimously approved** with *one recommendation* (in italics above)
4. History 3501 (existing course with GE Historical Study; request for 100% DL)
	* *Page 9 of the syllabus says, “weekly quizzes are included as self-checks without points attached.” Quizzes are also included in the grading breakdown. It is unclear if these are separate quizzes. The Panel recommends clarifying this before offering.*
	* *It’s unclear if this course is asynchronous with optional synchronous sessions or if the course is synchronous with lectures recorded for students who are unable to attend synchronously. Optional live sessions are mentioned on page 8 of the syllabus. It is unclear if these are additional sessions or if these are lectures that will be recorded.*
	* *The Panel recommends including more information on academic integrity (e.g., if quizzes/exams are open note, if students can seek outside help, etc.) for individual assignments, as additional clarity can be useful for online courses.*
	* *On page 7 of the syllabus, under the Title IX section, it is recommended that Kellie Brennan be removed as she is no longer the Title IX Coordinator. The updated language can be found on the ASC Curriculum and Assessment Services website and in their Operations Manual.*
	* Rush, Samuels, **unanimously approved** with *four recommendations* (in italics above)
5. Landscape Architecture 2600 (existing course with GE VPA; request for 100% DL)
	* The course is a 3 credit hour course, but the syllabus provided is for a 1 credit hour course.
	* The in-person syllabus includes more information regarding assignment information and expectations for students than the DL syllabus. The DL version of the course does not appear to be comparable to the in-person version based on the information provided on the syllabus. The workload for the DL version seems to be more appropriate for a 1 credit hour course.
	* Include the required General Education information on the syllabus (GE goal, expected learning outcomes, and brief statement on how the ELOs are met in the course)
	* The syllabus and the form on curriculum.osu.edu are inconsistent in the type of distance learning is being requested. Curriculum.osu.edu indicates the course is 100% at distance, but the syllabus indicates the course is distance enhanced.
	* **No vote**