**ASCC Arts and Humanities 1 Panel**

Approved Minutes

Wednesday, November 17th, 2021 9:00 AM – 10:30 AM

CarmenZoom

**Attendees**: Bitters, Blackburn, Hilty, Koehnlein, Smith, Staley, Steele, Steinmetz, Vankeerbergen

1. Approval of 11-4-21 minutes
   * Blackburn, Koehnlein; unanimously approved
2. History of Art 3010 (new course that is the non-H version of existing HistArt 3010H with GE VPA & will be new GE Foundation: LVPA; requesting new GE Foundation: REGD)
   * **Contingency: The Panel asks that the department include a statement on the syllabus regarding how this course will meet the Goals and Expected Learning Outcomes for the LVPA and REGD GE categories (Syllabus pg. 5 under “General Education (GE) Goals”).**
   * **Contingency: The Panel requests that the department include the number of credit hours on the first page of the syllabus.**
   * *Recommendation: The Panel recommends that the department include specific course learning goals and/or expected learning outcomes on the final syllabus that is distributed to students.*
   * *Recommendation: The Panel recommends that the weekly course outline (syllabus pgs. 6-9 under “Course Schedule”) include the due dates for the Critical Response Essays and the Final Paper/Project, as well as the dates for the exams.*
   * *Recommendation: The Panel recommends that the department change the name of the REGD category to Race, Ethnicity and Gender Diversity, as per a recent clarification of the category name on the OAA website:* [*https://oaa.osu.edu/ohio-state-ge-program*](https://oaa.osu.edu/ohio-state-ge-program)*.*
   * Staley, Blackburn; unanimously approved with **2 contingencies** (in bold above) and *3 recommendations* (in italics above).
3. English 4189 (existing course requesting 100% DL)
   * *Recommendation: The Panel recommends that the department consider the workload placed on students for a 3 CH class. Per the Faculty Rules, (Section 3335-8-24;* [*https://trustees.osu.edu/bylaws-and-rules/3335-8*](https://trustees.osu.edu/bylaws-and-rules/3335-8)*,) a three credit hour class should take an average of 9 hours per week to earn an average grade (C), and the syllabus outlines a minimum of 9.5 per week hours for a passing grade (S).*
   * *Recommendation: The Panel recommends that the department clarify the language surrounding attendance and the requirements to earn a grade of “S”. The syllabus currently states that students must “complete all course work” to receive a grade of “S” (syllabus pg. 6 under “Grading Scale”), but the Attendance & Participation policies (syllabus pg. 3) do not detail how many absences a student can have and still consider this component of the course “complete”, or if the instructor differentiates between excused and unexcused absences.*
   * *Recommendation: The Panel recommends reconsidering the option to offer this class in a 4-week format due to the student workload.*
   * Staley, Blackburn; unanimously approved with *3* recommendations (in italics above).
4. Spanish 2213 (existing course requesting 100% DL)
   * **Contingency: The Panel requests that the department re-visit the grade components and assignment descriptions (syllabus pg. 7-8 under “Final Grade: Components and Weighting” and “Grade Components & Policies”). The Grade Components chart shows that Quizzes will be 5% of the course grade, while the Oral Presentation will be 10% of the grade. However, the Grade Components & Policies section of the syllabus does not offer a description of the quizzes, and states that the Oral Presentation will be 15% of the students’ grade.**
   * *Recommendation: The Panel recommends that the department reconsider the language surrounding the requirement to bring a hard copy of assignments to class (syllabus pg. 4 under “Assignment Due Dates”) since the course will take place online.*
   * *Recommendation: The Panel recommends that the department clarify the language surrounding participation and attendance as separate entities (syllabus pg. 3-4 under “Course Policies – Class participation, reading, and online attendance”) so that students understand that active participation is 10% of their grade, while unexcused absences will incur an unrelated grade penalty.*
   * *Recommendation: The Panel recommends that the department reconsider the language surrounding the requirement to log in once per week (syllabus pg. 2 under “Attendance and participation requirements – Participating in online activities for attendance”) since there are two required synchronous sessions per week (syllabus pg. 1 under “How this Online course works”).*
   * Koehnlein, Blackburn; unanimously approved with **1 contingency** (in bold above) and *3 recommendations* (in italics above.)