**ASCC Arts and Humanities 2 Panel**

Approved Minutes

Monday, October 11, 2021 12:30PM – 2:00PM

CarmenZoom

**Attendees**: Cody, Parsons, Romero, Steele, Vankeerbergen, Wilson

1. Approval of 10-1-21 minutes
   * Parsons, Wilson; **unanimously approved**
2. English 3321 (new course; requesting new GE Themes: Citizenship for a Diverse and Just World; Lived Environments; and Sustainability)
   * The Panel requests clarification on whether the films selected for the course will be viewed in class or at home so it is clear how their inclusion in the syllabus influences overall student workload.
   * The Panel asks that the course calendar (beginning on page 10 of the syllabus) be amended to include further clarifying details, such as:
     + Page numbers for assigned readings;
     + Plans for class meetings on days that assignments are due (ex., September 27 only includes the fact that the research paper proposal is due);
     + Additional information regarding what “Individual Meetings” entail (as per October 18 and 23).
   * The Panel kindly reminds the department to ensure that the syllabus includes all of the correct and complete goals and ELOs for the Citizenship for a Diverse and Just World; Lived Environments; and Sustainability themes before the course moves on to the Themes Panel for review. The complete list of goals and ELOs are available here: <https://oaa.osu.edu/ohio-state-ge-program>
   * In the interest of underscoring how the syllabus corresponds with the specific themes requested for the course, the Panel suggests possibly organizing/labeling assigned readings by theme topic, emphasizing how they correspond with the themes desired for the course.
   * On pages 8-9 of the syllabus, in the “Explanation of Assignments” section, the Panel suggests including here as well what percentage each assignment contributes to the overall grade to help ensure student clarity regarding assessment in the course.
   * The Panel recommends clarifying the parameters of the daily writing assignments (outlined on page 8 of the syllabus). As written, it is unclear whether the students should be recording and submitting material every day of the week vs. every day class meets; further explaining what constitutes “new” material would also help students understand when response papers are due.
   * On page 10 of the syllabus, in the August 28 entry for the course calendar there is a mention of a Canvas discussion board post; the Panel suggests clarifying how this fits into the assignment percentages outlined earlier in the syllabus. For example, is this discussion board post a part of daily writing assignments, or another graded category?
   * The Panel recommends further explaining the parameters around extra credit (found on page 9 of the syllabus), clarifying, for example, in what assignment categories a student might be permitted to apply extra credit points, and if there is a maximum amount of points a student can accumulate per extra credit submission and/or in total during the term.
   * The Panel offers a friendly reminder to make sure that all university required statements appear in the syllabus, and that the information included with those resources corresponds with the correct campus location for the course.
   * The Panel would like to note that the course syllabus mentions the use of the Secure Media Library (found on page 8 of the syllabus). The status of the Secure Media Library is currently in flux, so the Panel encourages the instructor to e-mail emedia@osu.edu when finalizing the syllabus to ensure it contains the most current information about the status of this resource.
   * Panel member Luke Wilson will follow up with his colleague in the English Department regarding issues that may arise as the course moves forward to the GE Themes Panel for further review.
   * **No Vote**
3. Chinese 4408 (new course; requesting GE Theme: Health & Wellbeing with Service-Learning high-impact practice)
   * The Panel asks that the syllabus more clearly underscore the connection between this particular type of literature and emotional support/mental health, illustrating how the two complement each other in various aspects of the course in relation to the theme’s goals and ELOs.
   * The Panel asks for additional details regarding what the various course assignments will entail, either included in the syllabus, or an explanatory note indicating that more information will be available on Carmen forthcoming.
   * The Panel discussed at length concerns surrounding the support group project for the service-learning component of the course – particularly the need for privacy statements and the issue of potential HIPPA violations in sharing support group data and responses with classmates. There was also significant concern about whether undergraduate students would be qualified to work with people in a mental health capacity, especially without any formal training. The Panel encourages the department to consider these issues as they continue to develop the course.
   * Pursuant to the issues above, the Panel asks that the department consult with the service-learning office about this assignment before resubmitting the course for review. Please contact Claire Sweigart, Program Director of High Impact Practices: Sweigart.10@osu.edu
   * The Panel requests that the department seek concurrences from Psychology and Social Work.
   * The Panel asks that the department upload a more detailed curriculum map that includes all the courses in the major in order to evaluate how this new class fits within the major program.
   * **No Vote**
4. HISTART 5906 (new course)
   * The syllabus indicates that the course will be taught as a distance learning class yet the curriculum.osu.edu form does not indicate a request for distance learning. In order to receive consideration for distance learning, the course must go through the application review process; please use the ASCTech Distance Learning Syllabus Template and Distance Approval Cover Sheet, as it is a requirement by the Arts and Sciences Curriculum Committee for all distance learning course proposals. These materials, and a detailed overview of the distance learning submission process, can be found on the ASC Curriculum and Assessment Services website at: <https://asccas.osu.edu/curriculum/distance-courses>.
   * The Panel requests that the department seek concurrences from Theatre, Film, and Media Studies. (\*\*Since the time of the Panel meeting, this information has been received; this item does not require any further action.\*\*)
   * The Panel requests that the department include a curriculum map, as it is a required part of the course approval process if the course fits within a major program. (\*\*Since the time of the Panel meeting, this information has been received; this item does not require any further action.\*\*)
   * The Panel asks that the course schedule outline in detail benchmarks and expectations for students on a day-by-day basis, including, for example, the amount and quantity of course readings due each day, as well as specific due dates for any assignments.
   * The Panel requests clarification on whether the films selected for the course will be viewed in class or at home so it is clear how their inclusion in the syllabus influences overall student workload.
   * The Panel asks for additional details regarding what the various course assignments will entail, either included in the syllabus, or an explanatory note indicating that more information will be available on Carmen forthcoming.
   * **No Vote**
5. German 1101.02 (“new” course with GE Foreign Language; request for 100% DL version of existing 1101.01)
   * *The Panel suggests that the syllabus course calendar clearly indicate when required recitations will take place.*
   * *The Panel recommends clarifying the due dates for assignments, making this information readily apparent in the syllabus.*
   * *The Panel suggests exploring community building exercises for students to become further engaged within the course and potentially utilizing the following resources:* 
     + *The College of Arts and Sciences Office of Distance Education (ASC ODE) offers consultation with their instructional designers. Please visit* [*https://ascode.osu.edu/consultation*](https://ascode.osu.edu/consultation) *for further information and how to schedule one of these consultations.*
     + *The following resources from the Teaching and Learning Resource website may be of particular interest to explore the facilitation of community within courses, as recommended by Distance Educator Coordinator Jeremie Smith:* 
       1. *Student Interaction Online:* [*https://teaching.resources.osu.edu/teaching-topics/student-interaction-online*](https://teaching.resources.osu.edu/teaching-topics/student-interaction-online)
       2. *Community Building in Online Courses:* [*https://ascode.osu.edu/resources/asc-teaching-forums/community-building-online-courses*](https://ascode.osu.edu/resources/asc-teaching-forums/community-building-online-courses)
   * Parsons, Wilson, **unanimously approved** with three (3) recommendations (in italics above)
6. German 1102.02 (“new” course with GE Foreign Language; request for 100% DL version of existing 1102.01)
   * *The Panel suggests that the syllabus course calendar clearly indicate when required recitations will take place.*
   * *The Panel recommends clarifying the due dates for assignments, making this information readily apparent in the syllabus.*
   * *The Panel suggests exploring community building exercises for students to become further engaged within the course and potentially utilizing the following resources:* 
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   * Parsons, Wilson, **unanimously approved** with three (3) recommendations (in italics above)
7. German 1103.02 (“new” course with GE Foreign Language; request for 100% DL version of existing 1103.01)
   * *The Panel suggests that the syllabus course calendar clearly indicate when required recitations will take place.*
   * *The Panel recommends clarifying the due dates for assignments, making this information readily apparent in the syllabus.*
   * *The Panel suggests exploring community building exercises for students to become further engaged within the course and potentially utilizing the following resources:* 
     + *The College of Arts and Sciences Office of Distance Education (ASC ODE) offers consultation with their instructional designers. Please visit* [*https://ascode.osu.edu/consultation*](https://ascode.osu.edu/consultation) *for further information and how to schedule one of these consultations.*
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