**ASCC Assessment Panel**

Approved Minutes

Monday, September 27th, 2021 9:30AM – 11:00AM

CarmenZoom

**Attendees**: Baker, Hilty, Kusaka, Lam, Putikka, Samuels, Smith, Steele

1. Approval of 09/13/2021 Minutes
	* Samuels, Putikka, **unanimously approved**
2. Philosophy 2850 (existing course with GE Cultures and Ideas; will be new GE Foundation: Historical and Cultural Studies; request for 100% DL)
	* *The Panel asks that when the course be taught beginning in Autumn 2022, the new GE Goals and ELOs for Historical or Cultural Studies be included within the syllabus, as this is a requirement of the ASCC. The New GE Goals and ELOs can be found on the Office of Academic Affairs website at:* [*https://oaa.osu.edu/ohio-state-ge-program*](https://oaa.osu.edu/ohio-state-ge-program)
	* Putikka, Kusaka, **unanimously approved**
3. Sociology 2367.02 (existing course with GE Writing and Communication – Level 2; GE Social Science – Organizations and Polities; will be new GE Foundation: Social and Behavioral Sciences; request for 100% DL)
	* The Panel is unable to make a determination on whether the course provides enough direct instruction, per The Ohio State University’s bylaws on credit hours which state that for every 1 credit hour there must be 1 hour of direct instruction and 2 hours of indirect instruction. Please provide more information within the syllabus about direct instruction, such as instructor lecture videos, for the Panel to make a determination.
	* The Panel asks that when the course be taught beginning in Autumn 2022, the new GE Goals and ELOs for Historical or Cultural Studies be included within the syllabus, as this is a requirement of the ASCC. The New GE Goals and ELOs can be found on the Office of Academic Affairs website at: <https://oaa.osu.edu/ohio-state-ge-program>
	* The Panel requests that the grade breakdown, as found on page 5 on the syllabus, be further broken down. Specifically, for Participation in Peer Review 100 (20/30/50 points, 25% of grade) as they were unable to determine what 20/30/50 is referencing.
	* On page 3 of the syllabus, under Textbooks, the syllabus links to a Wikipedia article that is a online writer’s guide. This style guide is for specifically Wikipedia articles, and the syllabus requires students to use APA-style citations. The Panel recommends finding a more suitable style guide that assists students in utilizing APA format.
	* On page 10 of the syllabus, the Panel noted in the course calendar that the mid-term exam is due by 5PM on 10/17, yet on page 5 under Descriptions of major course assignments, the syllabus mentions the mid-term is due on 10/8. The Panel would like clarification around the due date for this exam.
	* **No Vote**
4. Sociology 3302 (existing course requesting 100% DL)
	* The Panel is unable to make a determination on whether the course provides enough direct instruction, per The Ohio State University’s bylaws on credit hours which state that for every 1 credit hour there must be 1 hour of direct instruction and 2 hours of indirect instruction. Please provide more information within the syllabus about direct instruction, such as instructor lecture videos, for the Panel to make a determination.
	* The Panel offers a friendly suggestion to consider creating assignments and/or exams that do not utilize lockdown browsers (such as Respondus Lockdown Browser or Proctorio) as the software is not ADA compliant, no longer recommended for use by the Office of Distance Education and eLearning (ODEE) and has major privacy concerns for students.
	* **No Vote**
5. Sociology 3306 (existing course with GE Diversity – Social Diversity in the US; request for 100% DL)
	* The Panel asks for a rationale for the number of contact hours located within the course. Currently, on the distance learning approval cover sheet under Workload Estimation, there are only described as a maximum of 6 hours a week. However, for a 3-credit hour course, there should be 6 hours of indirect instruction and 3 hours of direct instruction.
	* The Panel offers a friendly suggestion to consider creating assignments and/or exams that do not utilize lockdown browsers (such as Respondus Lockdown Browser or Proctorio) as the software is not ADA compliant, no longer recommended for use by the Office of Distance Education and eLearning (ODEE) and has major privacy concerns for students.
	* Under the How your grade is calculated section on pages 4 and 5 of the syllabus, the total points add up to 1040 and not 1000. The Panel asks that these be adjusted or the point total in the course be adjusted.
	* **No Vote**
6. Sociology 3380 (existing course with GE Social Science – Individuals and Groups; will be new GE Foundation: Social and Behavioral Sciences; request for 100% DL)
	* *The Panel recommends breaking the video lectures into smaller increments, such as 15-20 minutes, for student retention and accessibility.*
	* Putikka, Baker, **unanimously approved**
7. Sociology 3597.01 (existing course with GE Diversity – Global Studies & GE Cross-Disciplinary Seminar; request for 100% DL)
	* The Panel is unable to make a determination on whether the course provides enough direct instruction, per The Ohio State University’s bylaws on credit hours which state that for every 1 credit hour there must be 1 hour of direct instruction and 2 hours of indirect instruction. Please provide more information within the syllabus about direct instruction, such as instructor lecture videos, for the Panel to make a determination.
	* The Panel offers a friendly suggestion to consider creating assignments and/or exams that do not utilize lockdown browsers (such as Respondus Lockdown Browser or Proctorio) as the software is not ADA compliant, no longer recommended for use by the Office of Distance Education and eLearning (ODEE) and has major privacy concerns for students.
	* On page 6 of the syllabus, under Quizzes on Reading, the total points mentioned is 625 while there are only 600 total points in the course. The Panel ask this be clarified.
	* **No Vote**