**ASCC Assessment Panel**

Approved Minutes

Monday, October 11th, 2021 9:30AM – 11:00AM

CarmenZoom

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

1. Approval of 09/27/2021 Minutes
	* Samuels, Putikka, **unanimously approved**
2. History 3706 Assessment Report
	* *The Panel recommends, in the future, utilizing indirect assessment methods to help gauge how students engaged with the course. These could take the form of, for example, student surveys.*
	* *The Panel recommends clearly stating the instructor’s expectations for student success at each ELO. They noticed that it was stated for some, but not all, ELOs being assessed.*
	* Samuels, Putikka, **unanimously approved** with *two recommendations* (in italics above)
3. Slavic 2365.01/.99 Assessment Report
	* The Panel requests that the course number on page 1 of the Assessment Report, where it mentions the course number is 2356, be corrected.
	* The Panel does not find sufficient evidence of assessment. For example, there should be several sample questions used to gauge the effectiveness of each particular ELO if that is the method that the instructor has chosen. The Panel, additionally, did not find any evidence of assessment for the analysis of the essay, which is stated will take place on the Assessment Plan.
		+ They suggest either utilizing student data that has been collected from the iterations of the course when this Assessment Plan was implemented, or, when the course is taught in Spring 2022, implementing the Assessment Plan for that iteration of the course.
	* The Panel, ultimately, asks the Department to submit another Report utilizing the Assessment Plan that was approved when the course was approved.
	* **No Vote**
4. Sociology 4189.03 (existing course requesting 100% DL)
	* The Panel did not find sufficient enough contact hours within the course to justify the 3 credit hours that the course fulfills. Based upon the provided Distance Learning Cover sheet, they were only able to surmise 7 contact hours per week, where a 3 credit hour course should have 9 (3 direct, 6 indirect). They request that further specificity be added in order to determine whether this course meets the standard set for a 3 credit hour course.
	* The X189 course number is used to designate a course that implements a field experience or is an experiential learning course. The provided in-person syllabus is for a field experience course (and is evidenced, such as on page 3 of the in-person syllabus, by the inclusion of field trips) while the provided distance learning syllabus makes no mention of any experiential learning or field experience component. The Panel, therefore, requests additional information about how this course will satisfy the field experience/experiential learning course and asks the Department whether this type of course can be effectively taught in a distance learning format.
	* On page 6 of the distance-learning syllabus, under the Grading Scale, the provided grading scale is out of 420 points while the total amount of points in the course is only 400. The Panel recommends this language be clarified.
	* The Panel asks that the Department consider how the exams within this distance-learning rendition of the course will be proctored and asks that academic integrity statements be added to individual course assignments.
	* **No Vote**
5. Communication 3800 (existing course requesting 100% DL)
	* On page 2 of the syllabus, there is mention of General Education Learning Outcomes in the title of that particular section. However, this course is not approved for any GE categories, and therefore the Panel asks that this language is changed to reflect that these appear to be course or program outcomes.
	* The Panel asks for further information around contact hours for the course and asks for a breakdown of the 9 total contact hours within the course (the 3 hours of direct instruction and 6 hours of indirect instruction per week).
	* On page 8 of the syllabus, when explaining the exams within the course, there is mention of the proctoring software Proctorio. The Panel has a friendly suggestion of considering whether this software is necessary, as it is no longer recommended by the Office of Distance Education and eLearning (ODEE), is not ADA-compliant, has major privacy and student mental health concerns, and is not compatible with the electronic devices given to most students when they enter the University.
	* The Panel asks that all template guiding comments placed by ODEE, such as found on pages 9 and 10, be removed from the syllabus.
	* **No Vote**
6. Medieval and Renaissance Studies 4504 (existing course requesting 100% DL)
	* *The Panel recommends removing MEDREN 504 from the prereqs, as found on page 1 of the syllabus, as it was recently removed from the exclusions on curriculum.osu.edu.*
	* The Panel believes that this course is an exemplar of a well-designed, innovation asynchronous course and commends the instructor of the course for crafting such a course.
	* Putikka, Baker, **unanimously approved** with *one recommendation* (in italics above) and one comment
7. History 1682 (existing course with GE Historical Study & GE Diversity – Global Studies; request for 100% DL) (return)
	* *Under the “How your grade is calculated” section of the syllabus, the point total adds up to 950 and not 1000 as intended. The Panel recommends this be corrected.*
	* *The Panel asks that, on page 1 of the syllabus under the Prerequisites section, that it be changed from “none” to English 1110.xx, since English 1110.xx is a prereq or coreq for this course.*
	* *The Panel asks that additional information be added to the syllabus surrounding the course exams, their format, and that individual academic integrity statements be added to the exams.*
	* Samuels, Putikka, **unanimously approved** with *three recommendations* (in italics above)
8. English 3305 (existing course requesting 100% DL) (return)
	* Putikka, Samuels, **unanimously approved**