**ASCC Assessment Panel**

Approved Minutes

Monday, November 15th, 2021 9:30AM – 11:00AM

CarmenZoom

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

1. Approval of 10/25/2021 Minutes
	* Baker, Samuels, **approved** with **one abstention**
2. Sociology 3302 (existing course requesting 100% DL)(return)
	* Samuels, Putikka, **unanimously approved**
3. Sociology 3306 (existing course with GE Diversity – Social Diversity in the US; request for 100% DL) (return)
	* *The Panel recommends updating the total points within the course, as currently the point totals add up to 1040, and not 1000. They noticed that 40 points are extra credit, and suggest clarifying that for students within the syllabus.*
	* *The Panel recommends reducing the time window for course quizzes in order to help with academic integrity.*
	* *The Panel recommends including a statement explaining how long the course exams are open to help with both academic integrity and student planning.*
	* Putikka, Samuels, **unanimously approved** with *three recommendations* (in italics above)
4. Sociology 3597.01 (existing course with GE Diversity – Global Studies & GE Cross-Disciplinary Seminar; request for 100% DL) (return)
	* *The Panel recommends updating the academic integrity statement underneath the revised exam statement within the syllabus, as currently it still mentions exams are closed book, closed notes and taken with a LockDown browser.*
	* Baker, Samuels, **unanimously approved**
5. Sociology 4189.03 (existing course requesting 100% DL) (return)
	* The Panel strongly recommends reformatting the provided distance-learning syllabus into the ASCTech Distance Syllabus template, as this is a requirement for Distance Education courses within the College of Arts and Sciences. The ASCTech syllabus template can be found on the ASC Curriculum and Assessment Services website at: <https://asccas.osu.edu/curriculum/syllabus-elements>.
	* Rachel Steele, Program Manager for ASC Curriculum and Assessment Services, sent an email to D. Downey prior to this meeting with preliminary, unofficial feedback regarding this course discussed earlier in the week. The Panel is now formally providing the following feedback, consistent with that email, with minor adjustments:
		+ The Panel asks the department if they would like to submit the course under a different number since X189 is a University-numbering system for courses with a designated field experience. Additionally, on page 4 of the syllabus, there is mention of being a required field experience by the College of Arts and Sciences. The Panel requests this be removed, as this is not a College-level requirement but a University numbering system, such as how 2367 is used to designate 2nd-level writing under the current GE.
		+ On page 1 of the syllabus, there is an “Important Disclosure”. The Panel asks that this Disclosure be removed from the syllabus, as it will be confusing to students. Additionally, the Panel asks that the department reach out to ASC Curriculum and Assessment Services to assistance in adding elective courses to a program, as this is a departmental/unit decision that can be coordinated with them.
	* The Panel asks that the most up-to-date disability statement be used, as the current one used on page 8 of the syllabus is out-of-date. This statement being the most up-to-date version is a requirement of the College of Arts and Sciences and can be found on the ASC Curriculum and Assessment Services website at: <https://asccas.osu.edu/curriculum/syllabus-elements>.
	* The Panel recommends utilizing the most up-to-date Title IX statement, which can be found on the ASC Curriculum and Assessment Services website at: <https://asccas.osu.edu/curriculum/syllabus-elements>.
	* The Panel recommends removing the language of “standard OSU grading scale” as found on page 5 of the syllabus, as The Ohio State University does not have a standardized grading scale and instructors are free to utilize a scale that makes the most sense for their course. Additionally, directly below, the course points/grading scale are out of 400, yet the course is out of 500, and therefore the Panel recommends adjusting this scale.
	* **No Vote**
6. English 2367.08 (existing course with GE Writing and Communication – Level 2; requesting 100% DL)
	* The Panel requests further explanation regarding contact hours, as the provided distance approval cover sheet only mentions 5-6 hours a week of contact hours. For a 3 credit hour course, there should be 9 contact hours a week (3 direct, 6 indirect). The Panel finds evidence that course lectures will be taking place, but they are not explicit, and therefore asks that they be clarified if lectures will be provided for students.
	* The Panel requests that the language surrounding GE Diversity: Social Diversity in the U.S. be removed, as English 2367.08 is not approved for GE Diversity: Social Diversity in the U.S.
	* The Panel requests additional information surrounding the peer review assignment, especially surrounding how this will take place in an asynchronous format. How will students be expected to interact with their peers and how will peers be assigned, given the format is asynchronous online and there is no expectation that students will ever physically or virtually meet.
	* **No Vote**
7. Music 3370 (existing course requesting 100% DL)
	* The Panel noted that the syllabus mentions the proposal is for a 2 credit hour course, however, the course only meets 1 day a week for 55 minutes. For a 2 hour course, a course should have 2 hours of direct instruction and 4 hours of indirect instruction.
		+ Additionally, the Panel noticed on page 2 of the syllabus under Credit hours and work expectations, the language stated is incorrect. The Panel requests that this be updated for a 2 credit hour course, as currently the hours listed are for a 1 credit hour course.
	* The Panel asks that course assignment weights be added to the course syllabus.
	* The Panel asks that the letter grade of “A+” be removed, as the Ohio State University does not award the letter grade of A+.
		+ Additionally, the Panel recognizes the authority of the course instructor to assign letter grades as they deem necessary for the structure of their course, but asks that all letter grades that the University offers (A, A-, B+, B, B-, C+, C, C-, D+, D and E) be accounted for within the scale, even if that letter grade is not award. Should the instructor not wish to award a particular letter grade, the Panel requests a brief rationale regarding that decision.
	* On page 7 of the syllabus, please remove the language surrounding graduate students, as this is an undergraduate course.
	* **No Vote**