**ASCC Assessment Panel**

Unapproved Minutes

Monday, December 6th, 2021 9:30AM – 11:00AM

CarmenZoom

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

1. Approval of 11/15/2021 Minutes
	* Samuels, Baker, **unanimously approved**
2. Communication 3800 (existing course requesting 100% DL) (return)
	* *On page 2 of the syllabus, the Panel recommends removing the title of “General Education” to those course goals, as this may confuse students believing they are fulfilling a component of the University’s General Education when this course is not approved as a General Education course.*
	* Samuels, Baker, **unanimously approved** with *one recommendation* (in italics above)
3. German 2254.02 (“new course” with GE Literature; will be new GE Foundation: LVPA; 100% DL of existing 2254.01, the in-person version) (return)
	* **The Panel asks that further information surrounding the contact hours be provided within the course syllabus, as they are still unsure how the course will fulfil the requirement of 3 direct contact hours. Direct instruction can include student discussion, instructor lectures, weekly in-class quizzes, etc., while watching films and completing class readings is indirect instruction.**
	* *The Panel recommends updating the Title IX statement to be the most up-to-date. The Title IX statement can be found on the ASC Curriculum and Assessment Services website at:* [*https://asccas.osu.edu/curriculum/syllabus-elements*](https://asccas.osu.edu/curriculum/syllabus-elements)*.*
	* Samuels, Baker, **unanimously approved** with **one contingency** (in bold above) and *one recommendation* (in italics above)
4. English 2367.08 (existing course with GE Writing and Communication – Level 2; requesting 100% DL)
	* Samuels, Baker, **unanimously approved**
5. History of Art 5001 (existing course requesting 100% DL)
	* The Panel would like to convey that this course is an extraordinary example of how to properly conduct an online, distance-learning based course.
	* *The Panel recommends clarifying the Workload Estimation in the Distance Approval Cover Sheet, as currently it reads as if there is only 6 hours of instruction.*
	* Samuels, Lam, **unanimously approved** with *one recommendation* (in italics above)
6. History 4675 (existing course requesting 100% DL)
	* **On page 6 of the course syllabus, the Panel requests clarification under the Discussion and Participation section, as currently, it mentions that this is worth 10% of the final grade but with possibilities to reduce a student’s grade to a B- (which would be approximately 17-20% of a student’s grade, depending on the percentage based on the grading scale).**
	* **On page 11 of the course syllabus, it states that you must complete all assignments and pass the Final Essay with at least a 62. The Panel requests that this be clarified, as it appears to imply that students will need to complete all course assignments in order to pass the class and missing an assignment results in a letter grade of E.**
	* *On page 2 of the syllabus, the Panel strongly recommends removing the GE language section, as this course does not satisfy any GE requirements and could potentially cause confusion amongst students reading the syllabus.*
	* Lam, Samuels, **unanimously approved** with **two contingencies** (in bold above) and *one recommendation* (in italics above)
7. History 2015 (existing course with GE Historical Study; will become new GE Foundation: Historical and Cultural Studies; requesting 100% DL)
	* The Panel requests more information surrounding the lecture videos that appear to supplement the written, provided lectures. What material will be provided within the video lectures that will not be provided within the written lectures and how do the video lectures intertwine with the written lectures?
	* The Panel asks for further clarification around the discussion board assignment and asks for expectations to be laid out. In their current form, it is unclear if students will be required to interact with each other, what they can expect to do for each discussion board and how the discussion boards facilitate student-to-student interaction within this online course.
	* Please insert the GE Goals, ELOs and a statement explaining how the course expects to satisfy the GE ELOs for the GE Foundation: Historical and Cultural Studies, as this is a requirement for GE courses within the College of Arts and Sciences. The GE Goals and ELOs for the GE Foundations can be found on the Office of Academic Affairs website at: <https://oaa.osu.edu/ohio-state-ge-program>.
	* On page 3 of the syllabus, under Credit Hour and Work Expectations, there is mention that for a 3 credit hour course, a student should be expected to work 6 hours out-of-class to receive a grade of C. This is accurate for a 14-week semester, but not for an 8-week course and therefore the Panel asks that this number be scaled up appropriately.
	* The Panel recommends providing information on how the quizzes and exams for the course are submitted since the course is asynchronous in nature and students may not know how they are to take these quizzes/exams.
	* **No Vote**