**ASCC Arts and Humanities 2 Panel**

Approved Minutes

Thursday, May 12, 2022 3:00 PM – 4:30 PM

CarmenZoom

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

1. Approval of 4-28-22 minutes
	1. Wilson, Parsons; unanimously approved
2. English 3304 (existing course requesting 100% DL) (return)
	1. **The Panel requests clarification regarding direct instruction hours for the course. If the course is only meeting for 2 hours per week, what accounts for the remaining third credit hour? Modules? Discussion forums? A combination of the two (and/or other means)? Or was this a mistake in the syllabus, perhaps, and the course will actually meet for 80 minutes twice a week?**
	2. *The Panel strongly recommends that all graded assignments appear as a part of the graded breakdown portion of the course — including descriptions for ALL assignments (even smaller or miscellaneous ones) with detailed information about whether each will be done individually or as a group, and other necessary context. More specifically:*
		1. *How will participation be assessed?*
		2. *Where do modules, the cover letter, and the final project fit in to the assignment breakdown for the course?*
	3. Wilson, Parsons; **unanimously approved** with **one (1) contingency** (in bold above)and *one (1) recommendation* (in italics above)
3. Music 3422 (and 3425): Part of proposal to reallocate the credit assignment between Music Theory and Aural Skills in a number of Music programs (BM in Performance-Voice; BM in Performance-Brass, Harp, Percussion, Strings, or Woodwinds; BM in Performance-Piano; BM in Composition; BM in Jazz Studies—Composition Specialization; BM in Jazz Studies—Performance Specialization; BM in Musicology; BM in Theory; BM Education General; BM Education Choral; BM Education Instrumental; BA Music; BS Music; Music minor) This change will affect the credit hours of 12 courses. Since the changes will be identical for all 12 courses, A&H2 agreed they would be fine with just seeing complete course change submissions for Music 3422 and 3425 (the other courses are Music 2021, Music 2022, Music 2221, Music 2222, Music 2224, Music 2225, Music 3021, Music 3022, Music 3421, Music 3424).
	1. **How do the different types of quizzes count in the overall 20% breakdown category for quizzes? Are they graded or ungraded? Since they are administered on Carmen, is there a time limit? Are they proctored?**
	2. **How are things separated for homework and applied analysis within the respective 30% breakdown category? Is it 15% for each subcategory, for example?**
	3. **How many quizzes and homework assignments are there?**
	4. *The Panel recommends removing any reference to an “OSU standard grading scheme,” as Ohio State does not have a standardized grading scheme.*
	5. *The Panel notes that the number of credit hours students will earn does not appear on the first page of the syllabus, and thus recommends forefronting this information accordingly.*
	6. Parsons, Wilson; **unanimously approved** with **three (3) contingencies** (in bold above) and *two (2) recommendations* (in italics above)
4. Music 3425
	1. **Please clarify the procedures for quizzes and recorded performances. How will these assignments unfold/function as part of the overall course?**
	2. **Pages 1 and 2 of the syllabus each list different course times. Which of the two is correct? Please revise the inaccurate information accordingly.**
	3. **In the “Description of Major Course Assignments” section, please include summaries for both midterms and the final exam, as these are also major course assignments.**
	4. **On page 7 of the syllabus, the late assignments policy indicates that “late *Auralia* work will not be accepted.” Is this also the case for all assignments in the course, or is the no-late-work rule specific to *Auralia* only? Please clarify.**
	5. *Page 2 of the syllabus mentions that “the prerequisite for Music 3425 is a passing grade in Music 3424. A passing grade is a C- or better.” Since a grade of D is technically a passing mark at OSU, the Panel recommends rephrasing this statement to say, “the prerequisite for Music 3425 is a grade of C- or higher in Music 3424.”*
	6. *Page 3 of the syllabus describes the class as “divided into weekly modules,” but the course schedule (beginning on page 13) does not appear to reflect this structure. Was the “weekly modules” description a typo? If not, the Panel recommends adding further details to the course schedule to illustrate the weekly module divisions (i.e., by theme, skill, etc.).*
	7. *Under the “Attendance” header on page 3, the syllabus states that “there will be no make-up opportunities” for any missed unannounced daily graded activities. The Panel recommends making this policy more flexible in light of a quarantine situation, with possible other exceptions for illness or other excused absences.*
* *The Panel recommends clarifying the relationship between quizzes and daily activities — since the syllabus allows for students to make up missed instances of the former but not the latter.*
	1. *On page 4 of the syllabus, the Panel recommends including information about where students might purchase and/or access required reading materials.*
	2. *In the “Description of Major Course Assignments” section (pages 6-7), instead of blanket academic integrity language meant to cover all assignments in the class, the Panel suggests including individual integrity statements for each assignment.*
	3. *The Panel recommends spelling out “less than” or “greater than” rather than using the mathematical symbol in order to further ensure student clarity.*
	4. Wilson, Parsons; **unanimously approved** with **four (4) contingencies** (in bold above) and *seven (7) recommendations* (in italics above)
1. Music Program changes — credit hours for theory and aural skills courses
	1. **The Panel asks that the School of Music make the above changes to Music 3422 and all other theory syllabi.**
	2. **The Panel asks that the School of Music make the above changes to Music 3425 and all other aural skills syllabi.**
	3. Wilson, Parsons; **unanimously approved** with **two (2) contingencies** (in bold above)
2. History 3012 (existing course with GE Historical Study; requesting 100% DL)
	1. When do the synchronous meetings happen for this class? The course should be listed in the registrar as synchronous with specific meeting days/times required each week so that students can schedule accordingly.
	2. The Panel asks that the syllabus feature a course calendar that outlines benchmarks and expectations for students on a day-by-day basis, including readings (with page numbers) as well as specific due dates for any assignments.
	3. Please provide descriptions for all major assignments in the course.
	4. In addition to the synchronous discussion forum, the Panel recommends including a supplemental asynchronous discussion assignment or equivalent activity that increases students’ interactions with each other, further facilitating a community of learners.
	5. What does “full credit” entail for discussions? How does this work?
	6. On pages 1 and 3 of the syllabus, what does office hours “by e-mail” mean? Are office hours by appointment only, and students should schedule/sign up via e-mail? Are they in person? Held online via Zoom?
	7. On page 5 of the syllabus, please elaborate what constitutes “completing the requirements” for a student to pass the course.
	8. The Panel found the difference between lecture responses and short responses unclear, and thus recommend elaborating on these assignment descriptions (found on pages 5 and 6 of the syllabus). Are these responses for a letter or a completion grade?
	9. Are discussion “forums” and discussion “posts” the same assignment(s)? On pages 5 and 6, the academic integrity statements reference discussion posts, specifically, but the syllabus otherwise only contains information about discussion forums. Please clarify.
	10. On page 7 of the syllabus, the Panel notes that the information in the paragraphs describing the grading process appears to contradict values listed in the numeric grade scale, and recommends double-checking this section accordingly. Also, please provide point ranges for each letter grade rank in the numeric grading scale layout.
	11. **No Vote**
3. Engineering 1300 (new course requesting NGE Foundation: Writing and Information Literacy)
	1. The Panel asks that the syllabus include the items in bold on ASC’s syllabus elements page (<https://asccas.osu.edu/curriculum/syllabus-elements>). For example:
		1. A weekly topical outline of course meetings, including topics to be covered, readings, film screenings, and homework (the Panel wants a sense of how much work is required of students);
		2. Grading information/breakdown for the course indicating the percentage of the weight for each assignment; and
		3. The statements of Academic Misconduct and Disability Services.
* The Panel recommends that other information such as instructor’s name, date, and time of class is included in the syllabus.
	1. **No Vote**