**ASCC Natural and Mathematical Sciences Panel**

Approved Minutes

Monday, May 9th, 2022 11:30AM – 1:00PM

CarmenZoom

**Attendees**: Barker, Craigmile, Dinan, Hamilton, Hilty, Ottesen, Panero, Vankeerbergen

1. Approval of 04/25/2022 Minutes
   * Craigmile, Hamilton, **unanimously approved**
2. Chemistry 7470 (existing course requesting credit hour change from 1.5 to 2 credits)
   * **The Panel requests that all required elements for syllabi in the College of Arts and Sciences be added to the provided course syllabus. Please see the ASC Curriculum and Assessment Services website at:** [**https://asccas.osu.edu/curriculum/syllabus-elements**](https://asccas.osu.edu/curriculum/syllabus-elements) **and ensure that all items that are bolded are included within the course syllabus. The Panel noticed the following items missing from the required list:** 
     + **A description of the course in the course syllabus**
     + **Where students can expect to purchase the required texts for the course and/or how to access them**
     + **Detailed information surrounding the length and format of all papers, homework, laboratory assignments and exams**
     + **A weekly topical outline that details course meetings, including topics to be covered, readings, film screenings, and homework, as the committee need a sense of how much work is required of students**
     + **The following statement on Academic Misconduct: It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct**[**http://studentlife.osu.edu/csc/**](http://studentlife.osu.edu/csc/)**.**
     + **The following statement regarding Disability Services:** **The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options.  To establish reasonable accommodations, I may request that you register with Student Life Disability Services.  After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information:**[**slds@osu.edu**](mailto:slds@osu.edu)**; 614-292-3307;**[**slds.osu.edu**](http://www.ods.ohio-state.edu/)**; 098 Baker Hall, 113 W. 12th Avenue**.
   * **The Panel requests that additional information be added regarding the exam time and date. They recognize that, in the provided course syllabus, it states that students will vote on the time and date of the exam but given that this course is now over a full semester, it is important for students to have a more accurate timeframe. They suggest telling students that, for example, the exam will take place during week 8 and they will vote on a time for this to occur during that specific week.**
   * **The Panel requests additional information surrounding the course final project that takes place over the final 7 weeks of the semester. Please provide a description of the assignment, guidelines for the project, what is expected of students, how much time students can expect to spend per week on the assignment, and other relevant information. Additionally, the Panel would like further information surrounding how the instructor of the course will be expected to interact with students during the last 7 of the weeks, as currently there appears to be no direct instruction or interaction with students during the second half of the course.** 
     + *Additionally, the Panel recommends that checkpoints be added for students to achieve after week 7 of the course, even if these are simply scheduled, individual meetings with students and to specify that a student meet with the instructor a certain number of times.*
   * Ottesen, Hamilton, **unanimously approved** with **three contingencies** (in bold above) and *one recommendation* (in italics above)
3. Math 7821.01 and Math 7821.02 (new courses)
   * *The Panel recommends clarifying whether students enrolled in the .02 section of the course can complete the course homework and receive feedback.*
   * *The Panel recommends clarifying that, should they wish, a student enrolled in the .01 section of the course is allowed to complete the course project.*
   * Craigmile, Ottesen, **unanimously approved** with *two recommendations* (in italics above)
4. Earth Sciences 2540 (new course cross-listed with Civil Engineering 2540; requesting new GE Theme: Sustainability with HIP Interdisciplinary Team-Teaching)
   * **The Panel asks that the departments submitting this course consider the implications of this being numbered at the 2000-level, as currently, in the College of Arts and Sciences, courses taught at the 2000-level in the physical and mathematical sciences (which the School of Earth Sciences falls within) are considered “upper division” credit. It is likely that students enrolled in the Civil Engineering section of the course will receive “lower division” credit (please double-check with your colleagues in that department) while students enrolled in the same, Earth Sciences, section will receive “upper division” credit. This is not tenable. One potential solution would be to renumber this course to the 3000-level, as 3000-level courses in the College of Arts and Sciences receive upper division credit regardless of their discipline.**
   * **The Panel has some concerns they would like to see addressed in the syllabus regarding the course workload and how it is communicated in the syllabus. On page 7 of the course syllabus, under Credit hours and work expectations, it states that students should expect to spend 4 hours on direct instruction and 12 hours on out-of-classroom instruction. This is incorrect, as per the faculty rules, students should expect to have 1 hour of direct instruction and 2 hours of out-of-classroom work (for a total of 3 hours) per every 1 credit hour earned. For a 4-credit hour course, students should expect to spend 4 hours on direct instruction and 8 hours on out-of-classroom work. The Panel would like to ensure that the course proposers designed their course assignments to meet this 8 hours of outside work per week rather than 12 hours of outside work per week. For additional information, please see the faculty rules (3335-8-24) on credit hours at:** [**https://go.osu.edu/credithours**](https://go.osu.edu/credithours)**.**
   * *The Panel recommends not requiring a doctor’s note for late submission of assignments (as found on page 14 of the syllabus), as the Wilce Student Health center will not provide written documentation that a student is ill or visited them for treatment, and obtaining a doctor’s note may require a student to make an unnecessary out-of-pocket medical expense to obtain this note.*
   * *The Panel recommends adding the readings for the course directly to the course calendar on the corresponding dates.*
   * *The Panel mentions that they view course syllabi as a “user manual” for students enrolled in the course to learn all the necessary information they need to be successful within the course. Therefore, they recommend either moving the relevant information in the course (such as details on assignments, the course calendar, etc.) higher in the syllabus or providing a useful table-of-contents to the front of the syllabus to allow students to quickly find the relevant section they seek.*
   * Ottesen, Hamilton, **unanimously approved** with **two contingencies** (in bold above) and *three recommendations* (in italics above)