**ASCC Arts and Humanities 1 Panel**

Approved Minutes

Monday, February 14th, 2022 1:00PM – 2:30PM

CarmenZoom

**Attendees**: Blackburn, Cody, Hilty, Koehnlein, Podalsky, Smith, Staley, Vankeerbergen

1. Approval of 01/31/2022 Minutes
	* Koehnlein, Blackburn, **unanimously approved**
2. French and Italian 3061 (existing course w/GE Cultures and Ideas and GE Diversity – Global Studies; requesting change of level – from 2000 to 3000; requesting new GE Theme: Lived Environments)
	* *The Panel recommends sending a brief notification to units where geographic coverage is happening within the course in a particular offering (for example, if Spain is being covered, contacting Spanish and Portuguese), as their students may be interested in a course such as this.*
	* Koehnlein, Podalsky, **unanimously approved** with *one recommendation* (in italics above)
3. Art Education 6998 (existing course requesting 100% DL)
	* *The Panel recommends clarifying the assignment grading breakdown on page 5 of the course syllabus to include all the assignments in the course calendar, such as the check-in quizzes.*
	* Blackburn, Koehnlein, **unanimously approved** with *one recommendation* (in italics above)
4. Art Education 7000.30 (existing course requesting 100% DL)
	* **The Panel asks that the contact hours for the course be scaled up, as the provided 6-week syllabus appears to be utilizing the contact hours for a standard 14-week course. For a six week, three credit hour course, students should expect to spend around 6.25 hours per week on direct instruction and 12.5 hours of out-of-classroom instruction.**
	* *The Panel strongly recommends implementing the advice from ASC ODE in the initial distance learning review, as they agree that it would make the course syllabus stronger and more appealing to students by utilizing currently known best-practices:*
		+ *On page 1, it lists this as being a 2 credit hour course. However, this course is approved as a 3-credit hour course, so it is recommended this be updated.*
		+ *The distance approval cover sheet mentions lecture videos but the course syllabus does not. It is recommended that these be included as expectations for students within the course syllabus.*
		+ *On page 10 of the syllabus, there is a mention of quizzes and exams, yet they do not appear to be assignments in the course. It is recommended this reference be removed for sake of clarity.*
	* *The Panel recommends updating the Title IX statement to the most up-to-date version, which 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)*.*
	* Koehnlein, Podalsky, **unanimously approved** with **one contingency** (in bold above) and *two recommendations* (in italics above)
5. Art Education 7200.30 (existing course requesting 100% DL)
	* *The Panel strongly recommends implementing the advice from ASC ODE in the initial distance learning review, as they agree that it would make the course syllabus stronger and more appealing to students by utilizing currently known best-practices:*
		+ *The syllabus does not include the “How this Online Course Works” section of the distance-learning template (which can be found here:* [*https://ascode.osu.edu/distance-learning-curriculum/dl-course-review-process-and-required-documents*](https://ascode.osu.edu/distance-learning-curriculum/dl-course-review-process-and-required-documents)*), which is recommended as it allows for clarification of whether or not this course will be taught synchronously or asynchronously.*
	* *The Panel recommends updating the disability statement and Title IX statement to the most up-to-date version, which 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)*.*
	* Blackburn, Podalsky, **unanimously approved** with *two recommendations* (in italics above)
6. Art Education 7606 (existing course requesting 100% DL)
	* **The Panel asks that the contact hours for the course be scaled up, as the provided 6-week syllabus appears to be utilizing the contact hours for a standard 14-week course. For a six week, three credit hour course, students should expect to spend around 6.25 hours per week on direct instruction and 12.5 hours of out-of-classroom instruction.**
	* *The Panel strongly recommends implementing the advice from ASC ODE in the initial distance learning review, as they agree that it would make the course syllabus stronger and more appealing to students by utilizing currently known best-practices:*
		+ *It is recommended to update the grading scale to include the full range for each letter grade.*
		+ *Please remove the reference to undergraduate advising on page 8 of the syllabus, as this is a graduate-only course.*
		+ *The assignment breakdown on page 5 references 5 weekly assignments but the course calendar shows 6 weekly assignments and therefore it is recommended to clarify how many assignments students can expect to complete.*
	* *The Panel recommends further breaking down the weekly calendar to include, more explicitly, what will be covered and read during the weeks.*
	* Koehnlein, Blackburn, **unanimously approved** with **one contingency** (in bold above) and *two recommendations* (in italics above)
7. Art Education 7607 (existing course requesting 100% DL)
	* *The Panel strongly recommends implementing the advice from ASC ODE in the initial distance learning review, as they agree that it would make the course syllabus stronger and more appealing to students by utilizing currently known best-practices:*
		+ *It is highly recommended to utilize the required distance learning syllabus template. It can be found on the ASC ODE website at:* [*https://ascode.osu.edu/distance-learning-curriculum/dl-course-review-process-and-required-documents*](https://ascode.osu.edu/distance-learning-curriculum/dl-course-review-process-and-required-documents)*.*
		+ *It is recommended to clarify the expectations of the weekly discussion posts, as they constitute 1/3 of the course grade.*
	* *The Panel recommends updating the Title IX statement to the most up-to-date version, which 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)*.*
	* Podalsky, Blackburn, **unanimously approved** with *two recommendations* (in italics above)