**ASCC Arts and Humanities 1 Panel**

Approved Minutes

Monday, March 21st, 2022 1:00PM – 2:30PM

CarmenZoom

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

1. Approval of 02/28/2022 Minutes
   * Podalsky, Koehnlein, **unanimously approved**
2. Music 4555.12 (new course)
   * *The Panel recommends speaking more in the course syllabus about student work expectations, especially for the undergraduates. They recommend making a column within the syllabus that clearly lays out the expectations for undergraduates and the expectations for graduate students.*
   * *The Panel recommends including a sentence within the course syllabus that defines the workload estimation broken down in estimated hours per week so students can sufficiently understand how much time is expected of them.*
   * Koehnlein, Blackburn, **unanimously approved** with *two recommendations* (in italics above)
3. Music 6673 (new course)
   * *The Panel recommends speaking more in the course syllabus about student work expectations, especially for the undergraduates. They recommend making a column within the syllabus that clearly lays out the expectations for undergraduates and the expectations for graduate students.*
   * *The Panel recommends including a sentence within the course syllabus that defines the workload estimation broken down in estimated hours per week so students can sufficiently understand how much time is expected of them.*
   * Koehnlein, Blackburn, **unanimously approved** with *two recommendations* (in italics above)
4. Turkish 2101 (existing course requesting 100% DL) (return)
   * *The Panel recommends having students meet for 55 minute periods instead of the intended 60 minutes (as stated on the first page of the syllabus) to best line up with standard OSU class schedules. This has potential to impact a student’s ability to enroll in their other courses.*
   * *On page 2 and 3 of the syllabus, the credit hour expectation section is listed twice. The Panel recommends one of these sets of information be removed from the syllabus for student clarity.*
   * *The Panel recommends not assigning students coursework over designated University holidays (such as Spring Break), as breaks are designed with student wellness in mind and the College of Arts and Sciences has been placing heavy emphasis on increasing student wellness.*
   * Podalsky, Blackburn, **unanimously approved** with *three recommendations* (in italics above)
5. French 2101.61 (“new” course; 100% DL version of existing 2101.51)
   * *The Panel recommends correcting the course number throughout the course to 2101.61, as currently it is frequently listed as 2101.51.*
   * *The Panel recommends updating the Title IX statement within the course syllabus, as Kellie Brennan is no longer the University Title IX Coordinator. The most up-to-date 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)*.*
   * *The Panel recommends updating the Disability Statement in the course syllabus 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 *three recommendations* (in italics above)
6. History 4625 (existing course requesting 100% DL)
   * *The Panel recommends providing more information in the course syllabus regarding the course essays, such as if they must be submitted in single or double space, formatting preferences, etc.*
   * Koehnlein, Podalsky, **unanimously approved** with *one recommendation* (in italics above)