**ASCC Assessment Panel**

Approved Minutes

Thursday, January 20th, 2022 2:30PM – 4:00PM

CarmenZoom

**Attendees**: Cody, Hilty, Kusaka, Lam, Putikka, Rush, Samuels, Smith, Steele

1. Approval of 12/06/2021 Minutes
   * Samuels, Putikka, **approved** with **one abstention**
2. Review of Music 2031 GE Assessment Report
   * The Panel thanks the School for the submission of the report but would like some clarification on the following points:
     + In appendix 2 of the Assessment Report, there appears to be percentages highlighted in yellow. The Panel was unsure what these percentages were connected to, as the data appears to differ from the data provided in the Report itself, and requests further clarification and reconciliation between these pieces of data and the data provided within the chart in the report.
     + The Panel kindly requests that the report provided explain further how the data collected reports that the course GE ELOs have been satisfied.
   * **No Vote**
3. Sociology 4100 (existing course requesting 100% DL) (return)
   * *The Panel recommends that the syllabus specify a time window and/or time limit for students when they take the course exam to help uphold academic integrity.*
   * Putikka, Rush, **unanimously approved** with *one recommendations* (in italics above)
4. Music 3370 (existing course requesting 100% DL) (return)
   * *On page 5 of the course syllabus, the percentages of the Writing category add up to 58% and the Collaboration category add up to 42%, not 55% and 45% as the syllabus specifies. The Panel recommends correcting this minor mathematical error.*
   * Rush, Samuels, **approved** with **one abstention** with *one recommendation* (in italics above)
5. Philosophy 2455 (existing course with GE VPA and GE Cultures and Ideas; will become new GE Foundation LVPA and GE Foundation Historical and Cultural Studies; requesting 100% DL)
   * **The Panel requests that the GE Goals, ELOs, and a statement explaining how the course will satisfy the ELOs be added for the GE Foundation: Historical and Cultural Studies, as Philosophy 2455 is approved for that category. The GE Foundation Goals and ELOs can be found on the Office of Academic Affairs website at:** [**https://oaa.osu.edu/ohio-state-ge-program**](https://oaa.osu.edu/ohio-state-ge-program)**.**
   * **The Panel requests that a letter grade of “E” be added to the course grading scale within the course syllabus.**
   * Samuels, Putikka, **approved** with **one abstention** with **two contingencies** (in bold above)
6. History 3560 (existing course with GE Historical Study; requesting 100% DL)
   * **The Panel requests that an expectation be added in the course syllabus that explains how much time students are expected to spend per week on videos and lectures.**
   * **The Panel requests that an explanation about how exams will retain academic integrity within the course.**
   * **The Panel kindly asks that the course instructor remove the statement on page 1 of the course syllabus asking students to email their @gmail.com email address and to add their @osu.edu email address to the syllabus and utilize their official @osu.edu to interact with students.** 
     + **Utilizing a non-OSU email account for interactions with students violates several OSU policies, raises significant privacy concerns, and is a violation of FERPA. For more information, please see the Information Security Control Requirements (**[**https://cybersecurity.osu.edu/system/files/osu.iscr.v2.1.pdf**](https://cybersecurity.osu.edu/system/files/osu.iscr.v2.1.pdf)**) or The Office of Academic Affairs Policies and Procedures Handbook Volume 1 (**[**https://oaa.osu.edu/sites/default/files/links\_files/oaa-handbook-vol-1-chap-2-rev-08-2021.pdf**](https://oaa.osu.edu/sites/default/files/links_files/oaa-handbook-vol-1-chap-2-rev-08-2021.pdf)**).**
   * Putikka, Samuels, **unanimously approved** with **three contingencies** (in bold above)
7. History 4255 (existing course requesting 100% DL)
   * **The Panel kindly requests additional information within the course syllabus surrounding the exams, discussions and course assignments and to list the individual grading weight of each paper (are they 30% of the grade each or weighted differently, for instance?). The Panel also requests that the length of each paper be added to the course syllabus.**
   * *The Panel recommends consolidating the grading scale of the course, as currently there are two listed grading scales in the course syllabus.*
   * Putikka, Rush, **unanimously approved** with **one contingency** (in bold above) and *one recommendation* (in italics above)