**ASCC Arts and Humanities 2 Panel**

Approved Minutes

Wednesday, August 31, 2022 9:30 AM – 11:00 AM

Denney Hall 110

**Attendees**: Bitters, Cody, Diles, Hilty, Romero, Smith, Steinmetz, Vankeerbergen

1. Welcome and introductions.
2. Overview of the work of the panel
3. Approval of 5-12-22 minutes
	* **Tabled** until 9-14-22 meeting
4. ASL 1101.02 (“new” course requesting to be the DL version of existing ASL 1101.01 with GEL Foreign Language and GEN World Languages)
	* The Panel kindly requests clarification in the proposal materials regarding whether or not the course will be synchronous or asynchronous; while the syllabus designates the course as asynchronous, there are a number of other elements in the document that would suggest the class is, in fact, going to operate in a synchronous format. The committee members appreciate the preparation and effort that went into conceiving of a distance-learning version of this existing course, but they require further explanation and detail on this point before they can fully assess and vote on the class.
		+ For example, the assignments described on the syllabus seem like the sort that might typically take place in a live, synchronous Zoom space, but then the submission instructions indicate students should record their responses and then upload for instructor assessment, which would align with an asynchronous course format.
		+ Also, in the event that the course will be taught asynchronously, the Panel kindly requests that the particular procedure for completing online quizzes appear on the syllabus — whether or not a proctoring software will be used, if the quiz is open- or closed-note, etc.
	* The Panel asks that the outdated information pertaining to quarters that appears in the “Prerequisites” section on the first page of the syllabus be removed.
	* The Panel requests that the specific due dates for important assignments and other significant deadlines appear on the course calendar.
	* The curriculum.osu.edu form indicates that the class will “always” be taught off campus; since DL courses are technically considered “on campus,” the Panel asks that the form be amended so the response to whether or not the class will ever take place off-campus is “never.”
	* **No Vote**
5. ASL 1102.02 (“new” course requesting to be the DL version of existing ASL 1102.01 with GEL Foreign Language and GEN World Languages)
	* The Panel kindly requests clarification in the proposal materials regarding whether or not the course will be synchronous or asynchronous; while the syllabus designates the course as asynchronous, there are a number of other elements in the document that would suggest the class is, in fact, going to operate in a synchronous format. The committee members appreciate the preparation and effort that went into conceiving of a distance-learning version of this existing course, but they require further explanation and detail on this point before they can fully assess and vote on the class.
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	* The Panel requests that the specific due dates for important assignments and other significant deadlines appear on the course calendar.
	* The curriculum.osu.edu form indicates that the class will “always” be taught off campus; since DL courses are technically considered “on campus,” the Panel asks that the form be amended so the response to whether or not the class will ever take place off-campus is “never.”
	* **No Vote**
6. ASL 1103.02 (“new” course requesting to be the DL version of existing ASL 1103.01 with GEL Foreign Language and GEN World Languages)
	* The Panel kindly requests clarification in the proposal materials regarding whether or not the course will be synchronous or asynchronous; while the syllabus designates the course as asynchronous, there are a number of other elements in the document that would suggest the class is, in fact, going to operate in a synchronous format. The committee members appreciate the preparation and effort that went into conceiving of a distance-learning version of this existing course, but they require further explanation and detail on this point before they can fully assess and vote on the class.
		+ For example, the assignments described on the syllabus seem like the sort that might typically take place in a live, synchronous Zoom space, but then the submission instructions indicate students should record their responses and then upload for instructor assessment, which would align with an asynchronous course format.
		+ Also, in the event that the course will be taught asynchronously, the Panel kindly requests that the particular procedure for completing online quizzes appear on the syllabus — whether or not a proctoring software will be used, if the quiz is open- or closed-note, etc.
	* The Panel asks that the outdated information pertaining to quarters that appears in the “Prerequisites” section on the first page of the syllabus be removed.
	* Is the course assessment assignment part of the graded work students will complete in the course? The Panel asks that the syllabus provide clarification on this point for students.
	* The Panel requests that the specific due dates for important assignments and other significant deadlines appear on the course calendar.
	* The curriculum.osu.edu form indicates that the class will “always” be taught off campus; since DL courses are technically considered “on campus,” the Panel asks that the form be amended so the response to whether or not the class will ever take place off-campus is “never.”
	* **No Vote**
7. History 4410 (existing course requesting 100% DL)
	* **On the first page of the syllabus, the stated prerequisite for the course is different than that which appears on the curriculum.osu.edu form.  The curriculum.osu.edu form states “English 1110.xx, a grade of C or above in History 2800, and any 3000-level History course; or permission of instructor,” while page 1 of the syllabus indicates that there are in fact no prerequisites for the class.  The reviewing faculty request that the course prerequisite on the curriculum.osu.edu form be amended to match that found on the syllabus or vice versa.**
	* *On page 8 of the syllabus, the description for the Prospectus Proposal assignment repeats/reappears in the area designated for the explanation of the Reaction Paper assignment; the Panel kindly recommends replacing this accidental copy/paste with the correct information pertaining to the Reaction Paper assignment.*
	* *The Panel suggests retitling the “participation” grade section “student-led discussion” since that appears to be what this segment of the grade breakdown consists of entirely.*
	* *The Panel recommends changing the prerequisite of ENGLISH 1110.xx to “completion of GE Foundation Writing and Information Literacy course,” as ENGLISH 1110.xx is no longer the only intro-level writing course available to students under the new GE (GEN).*
	* *The Panel recommends that the syllabus clarify where students can purchase the course textbook and in what format it can be purchased.*
	* Steinmetz, Diles; **unanimously approved** with **one (1) contingency** (in bold above) and *four (4) recommendations* (in italics above)
8. Linguistics 3605 (new course requesting GEN Theme Citizenship for a Diverse and Just World)
	* **The Panel applauds this fantastic interdisciplinary course proposal, and requests that the department also seek concurrence from the Spanish Department and the College of Public Health.**
	* **In curriculum.osu.edu, the course request form states that the department has not sought any concurrences; the Panel requests that this be changed to “yes.”**
	* **The Panel asks to see bibliographic information (title, author, page numbers, etc.) for readings included on the course calendar. While the Panel understands that these readings might change from semester to semester, an exemplar will help the Panel better assess the rigor of the course.**
	* **The Panel asks that important deadlines and assignment due dates appear on the course calendar.**
	* *The Panel recommends defining terms like “social justice” in greater detail in the syllabus so students have a more specific entry point/scope for how the course approaches the topic.*
	* *The Panel suggests adding a nod to the data analysis features of the course in the ELOs — namely, how this aspect of linguistics as a discipline contributes to this class.*
	* Steinmetz, Diles; **unanimously approved** with **four (4) contingencies** (in bold above) and *two (2) recommendations* (in italics above)
9. Russian 5104 (new course)
	* *On page 7 of the PDF, there is a mention of Pomerene Hall being the physical location of Student Life Disability Services (SLDS), which is an outdated address; the Panel recommends removing this reference so it does not contradict the correct address provided in the official SLDS syllabus statement toward the bottom of the same page.*
	* *The reviewing faculty suggest that the department include the most up-to-date version of the University’s Title IX statement, which can be found here:* [*https://asccas.osu.edu/curriculum/syllabus-elements*](https://asccas.osu.edu/curriculum/syllabus-elements)*.*
	* Steinmetz, Diles; **unanimously approved** with *two (2) recommendations* (in italics above)
10. History 7906 (new course) (return)
	* *The Panel suggests including the following information in the syllabus:*
		+ *Number of credit hours*
		+ *How often class meets and the length of each meeting*
		+ *Course objectives*
	* *In the event that the class meets more than once a week, the Panel recommends breaking down the course calendar into days rather than weeks to further ensure student clarity about due dates and timelines.*
	* *The Panel recommends also listing and defining assignments by category/type in the grade breakdown section on pages 2-3 of the syllabus.*
	* *The Panel suggests removing any reference to quarters in the syllabus since OSU divides terms into semesters.*
	* *The Panel recommends removing D- from the grading scale, as OSU does not formally award this mark.*
	* Steinmetz, Diles; **unanimously approved** with *five (5) recommendations* (in italics above)