**ASCC Arts and Humanities 2 Panel**

Approved Minutes

Wednesday, December 7, 2022 2:00 PM – 3:30 PM

CarmenZoom

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

**Agenda**

1. Approval of 11/09/22 minutes
	* Steinmetz, Paulsen; **unanimously approved**
2. New Undergraduate Certificate in Black Studies (types 1a, 1b, and 2)
	* Paulsen, Steinmetz; **unanimously approved**
3. History 3216 (existing course with GEL Historical Study and GEL Diversity-Global Studies; requesting 100% DL)
	* *The Panel recommends including a nod to the weekly anticipated workload for assigned readings; the original syllabus makes a specific point to mention that students can expect 260+ pages of reading per week for the course, so this aspect of classwork seems important to forefront in the DL version of the syllabus as well.*
	* *In addition to the required GEL Goals and ELOs (already in the syllabus), the Panel recommends also including specific course objectives for the class (N.B. these currently appear in the in-person version of the syllabus, but not the online version.).*
	* *The Panel suggests reconfiguring the timeframe allotted to the bi-weekly quizzes (as described on page 10 of the syllabus) so that students do not only have the option of completing this aspect of their coursework over the weekend. Providing an extended window/weekday option(s) would allow students who have employment obligations and/or other personal conflicts to find a time to complete quizzes that works best for their individual schedules.*
	* *The Panel notes and appreciates the revisions that the department has already made to the syllabus in response to Jeremie Smith’s feedback on the course proposal. However, the reviewing faculty recommend further underscoring how this course will enable an online community of learning in an asynchronous format. In particular, the Panel suggests facilitating a more socially dynamic online environment by considering additional activities and/or frameworks that create more opportunities for students to communicate with fellow classmates as well as interact with the instructor directly.*
	* Steinmetz, Paulsen; **unanimously approved** with *four (4) recommendations* (in italics above)
4. History 2202 (existing course with GEL Historical Study and GEL Diversity-Global Studies & GEN Historical and Cultural Studies; requesting 100% DL)
	* *In addition to the required GEL and GEN Goals and ELOs (already in the syllabus), the Panel recommends also including specific course objectives for the class (N.B. these currently appear in the in-person version of the syllabus, but not the online version.).*
	* *The Panel suggests reconfiguring the timeframe allotted to the bi-weekly quizzes (as described on page 9 of the syllabus) so that students do not only have the option of completing this aspect of their coursework over the weekend. Providing an extended window/weekday option(s) would allow students who have employment obligations and/or other personal conflicts find a time to complete quizzes that works best for their individual schedules.*
	* *The Panel notes and appreciates the revisions that the department has already made to the syllabus in response to Jeremie Smith’s feedback on the course proposal. However, the reviewing faculty recommend further underscoring how this course will enable an online community of learning in an asynchronous format. In particular, the Panel suggests facilitating a more socially dynamic online environment by considering additional activities and/or frameworks that create more opportunities for students to communicate with fellow classmates as well as interact with the instructor directly.*
	* Steinmetz, Paulsen; **unanimously approved** with *three (3) recommendations* (in italics above)
5. German 5602 (new course)
	* *The Panel recommends including the number of credit hours on the syllabus.*
	* *The Panel recommends including the number of pre-guest-lecture assignments in the syllabus so students can better anticipate the workload for the course.*
	* *On page 10 of the syllabus, the Panel kindly notes that “Week EigHT” is misspelled on the course calendar, and that “Week Twelve” appears as a header twice; the reviewing faculty recommend revising the document accordingly.*
	* *On page 11 of the syllabus, the Panel kindly notes that the course calendar does not include a “Week Fifteen” and also goes to “Week Seventeen”; as such, the reviewing faculty suggest adjusting the class schedule to ensure it aligns with the official OSU academic calendar re: the number(ing) of weeks in the semester.*
	* *The Panel recommends that the syllabus feature the most current mental health statement (found on pages 7-8 of the document). The up-to-date language is available here:* [*https://asccas.osu.edu/curriculum/syllabus-elements*](https://asccas.osu.edu/curriculum/syllabus-elements)
	* *The Panel recommends that the syllabus feature the most current SLDS statement (found on page 8 of the document). The up-to-date language is available here:* [*https://asccas.osu.edu/curriculum/syllabus-elements*](https://asccas.osu.edu/curriculum/syllabus-elements)
	* Paulsen, Steinmetz; **unanimously approved** with *six (6) recommendations* (in italics above)
6. Classics 3205 (new course)
	* The reviewing faculty request clarification re: the meeting days/times for the class and how this course accounts for the third credit hour:
		+ The reviewing faculty note that on the course calendar class meetings appear as Monday/Wednesday, while the syllabus header says Tuesday/Thursday. Week 2 of the course schedule, on the other hand, states that the class meets on Monday/Tuesday. Which of these is correct?
		+ Did the department perhaps intend to make this a course that meets twice a week for 1.5 hours each time?  If so, please adjust the class meeting time on the syllabus to reflect this format.
		+ Is there a recitation section component of the class?  And/or what are these other Carmen activities (alluded to in passing in the syllabus) that would potentially help fulfill the requirements for this final hour?  If the department intends to designate the course as fully in-person rather than hybrid, then 1/3 of the contact hours cannot come from activities on Carmen.
		+ In the event the department intends to offer the course in a hybrid format, please revise the curriculum.osu.edu form as well as the syllabus to reflect this mode of delivery.  Furthermore, please outline in greater detail how activities on Carmen will account for the remaining contact hour.  Using Carmen just to turn in homework, for example, does not constitute direct instruction; the online activities would have to be dynamic and interactive, working to facilitate students’ engagement with the instructor and each other.
	* How specifically does a student earn attendance/participation? How in particular does the instructor assess this component of the course, which comprises 15% of the final grade?
	* The Panel notes that the course calendar includes assigned readings, but does not list due date for assignments and other important course benchmarks; the reviewing faculty recommend that the class schedule also feature this information.
	* The Panel recommends that the syllabus feature the most current mental health statement (found on page 11 of the document). The up-to-date language is available here: <https://asccas.osu.edu/curriculum/syllabus-elements>
	* **No Vote**