**ASCC Arts and Humanities Panel 1**

Approved Minutes

Wednesday, February 15th, 2023 10:30AM – 12:00PM

CarmenZoom

**Attendees:** Bitters, Blackburn, Hilty, Koehnlein, Podalsky, Richard, Staley, Vankeerbergen

1. Approval of 02/01/2023 Minutes
	* Koehnlein, Blackburn, **unanimously approved**
2. History 4795 (existing course requesting 100% DL)
	* The Panel noticed that this course will be meeting once a week for approximately 3 hours via Zoom and asks that the department encourage instructors teaching the course to consider teaching the course in a format where there are more class sessions each week instead of a single 3-hour meeting. In their experience, 3 hours of Zoom instruction can be intensive for undergraduate students and instructors may find that students are less responsive after being online for such an extended period of time.
	* *The Panel recommends that, on page 3 of the course syllabus, the Office Hours and live session section be updated to read as “optional” instead of “required” for Office Hours, to reflect that office hours are not a required portion of a student’s grade.*
	* Podalsky, Blackburn, **unanimously approved** with one comment and *one recommendation* (in italics above)
3. First-year Seminar – M. Herman
	* The Panel members ask that the course syllabus be further developed to include specific information as to what students will be expected to actually do each week. At this time, they are unable to tell, exactly, what students will be expected to complete in each class session and what they will be expected to engage with. For example, on weeks 4 and 5, the course calendar mentions “somatic practices for self-care”, but the Panel is unsure what students will be completing as part of these weekly activities. Please further expand within the syllabus student expectations as well as the content and activities students will be engaging with while in class.
	* The Panel, currently, is unable to discern what discipline this first-year seminar will be engaging with based on the provided syllabus and asks that the instructor better align the course with their own discipline and academic expertise. Depending on the revisions made as a result of this feedback, the Panel may ask the proposer to reach out for concurrence from the College of Social Work and/or the department of Psychology.
		+ As a reminder, all first-year seminars are meant to engage with the goals of the First-year Seminar Program. Please see below for the program goals for first-year seminars:
			- Provide first-year students opportunities for contact with faculty in small group-discussion settings.
			- Offer an introduction to frontier areas of scholarly pursuit, allowing first-year students a glimpse of current topics of research and study.
			- Introduce students to unfamiliar academic areas.
			- Provide insight into how faculty pursue scholarship in their disciplines.
	* The Panel asks that the course proposer ensure that all logistical elements required of first-year seminar syllabi are included within the provided syllabus. This includes an explanation of all course assignments and the percentage requirement to receive the grade of “S” or “U”. A template syllabus can be found on the First-year seminar website with all required elements here: <https://firstyearseminars.osu.edu/how-propose-seminar>.
	* **No Vote**
4. Teaching of East Asian Languages and Literatures (new certificate 3B)
	* **The Panel asks that the proposal more thoroughly explain how the required DEI workshop will function within the certificate program. Currently, it is unclear how this required workshop will be enforced within the certificate. How will the faculty advisor verify that students have completed this requirement? Will they need to write a short piece on their experience attending this program and, if so, who will be responsible for evaluating this write-up? Overall, they ask that this be more thoroughly clarified in the proposal.**
	* **The Panel asks that the advising sheet be amended to include the required DEI workshop, as otherwise, students exploring and completing the certificate will be unable to know that this workshop is a requirement of their program.**
	* **The Panel asks that the advising sheet be reformatted so that the left column continues onto the same page and into the right column, instead of continuing down onto a second page into the left column. Currently, the list of electives continues down onto a second page rather than wrapping into the top of the first page. This will make the advising sheet significantly easier to read as well as be in line with existing advising sheets.**
	* Podalsky, Koehnlein, **unanimously approved** with **three contingencies** (in bold above)