**ASCC Natural and Mathematical Sciences Panel**

Approved Minutes

Wednesday, April 12th, 2023 12:30-2:00 PM

Carmen Zoom

**Attendees**: Barker, Cole, Dinan, Kaizar, Hamilton, Ottesen, Richard, Steele, Vankeerbergen

1. Approval of 3-29-23 minutes
	1. Kaizar, Hamilton; unanimously approved.
2. Revision MS Chemistry (candidacy-based)
	1. *Recommendation*: The Panel recommends that the unit confer with the Graduate School and/or the Office of the University Registrar regarding the course numbers associated with required research toward a Master’s Thesis. Specifically, the University Registrar’s Course Numbering System (<https://registrar.osu.edu/courses/index.asp> ), as well as the [ASCC Handbook](https://asccas.osu.edu/curriculum/asc-operations-manual), specify that master’s thesis research should be taken under the 7999 number rather than the 8998/8999 numbers listed in the proposal.
	2. Comment: The Panel offers a friendly observation that the department may wish to clarify the meaning of item 6 under “Revisions to Most Recently Approved M.S. Curriculum” on pg. 6 of the proposal. Specifically, they note that the second sentence under the new language for “First Year Oral Examination” currently reads “Students have already chosen to follow an M.S. track may by the end of their first two semesters may elect not to take the first-year oral examination…”, but should likely read “Students who have already chosen to follow an M.S. track by the end of their first two semesters may elect not to take the first-year oral examination…”.
	3. Hamilton, Kaizar; unanimously approved with *one recommendation* (in italics above) and one comment.
3. Mathematics 5588 (new course) (return)
	1. **Contingency:** The Panel asks that the department adjust the course’s pre-requisites on curriculum.osu.edu to match the updated pre-requisites that are on pg. 1 of the revised course syllabus, as the information in curriculum.osu.edu dictates what is published in the course catalog and visible to students when registering for courses.
	2. *Recommendation:* The Panel recommends that the department remove the grade of D- from the Grading Scale (syllabus pg. 5), as this grade cannot be assigned to students in Ohio State courses.
	3. Hamilton, Kaizar; unanimously approved with **one contingency** (in bold above) and *one recommendation* (in italics above).
4. Astronomy 5550 (new course) (return)
	1. **Contingency:** Per university policy (<https://ascnet.osu.edu/storage/meeting_documents/2085/New%20Course%20-%20Sought%20Occurence%20_%20Administrative%20Resource%20Center.pdf>), the Panel asks that the department obtain a concurrence from the Department of Statistics. The Panel extends their sincere apologies to the department, as this concurrence should have been requested after the first review of the course; however, they note that the course will be sent back at the next level of approval (Office of Academic Affairs) if concurrence is not obtained at this time.
	2. **Contingency:** The Panel recognizes that the department added Math 2568 to the course prerequisites in the revised syllabus.  They further ask that the department add Math 2568 to the course’s pre-requisites on curriculum.osu.edu, as the information in curriculum.osu.edu dictates what is published in the course catalog and visible to students when registering for courses.
	3. *Recommendation:* The Panel recommends that the department adjust the Grading Information (syllabus pg. 2), as the “sub-percentages” that make up the 60% of the course grade for the group assignments do not add up to 100%.
	4. *Recommendation:* The Panel suggests that the department modify the Curriculum Map to clarify whether Astronomy 5550 can be used in the major. On the current map, 5550 is labeled as an “elective”, meaning that it’s one of several classes that students can choose from to satisfy a major requirement. However, as it is the only elective option listed on the Curriculum Map, the Panel was unsure about its function; they offer the following scenarios/solutions as likely possibilities:
		1. If 5550 is now one of the courses that students can choose from to satisfy the “Required 5000-level course (pick one)” requirement, then Astronomy 5550 should be listed with Astronomy 5205, 5681, and 5682 in the second subsection of the map.
		2. If 5550 *may* be taken by undergraduate students but does not meet any major requirements (i.e., if it *cannot* be counted toward the hours required for the major but can *only* be counted toward the 121 credit hours that students need for graduation,) then it should not be a part of the Curriculum Map.
	5. *Recommendation:* The Panel recommends that the department change the terminology used on the Curriculum Map to denote the level at which particular courses meet the goals of the major program from “Light, Intermediate, High” to “Basic, Intermediate, Advanced”.
	6. Comment: In attempting to understand the function of 5550 within the major (see item “d” above), the Panel discovered that the unit does not appear to have an Advising Sheet on their website (though they did find a list of requirements and a sample four-year plan). They offer the friendly observation that such a sheet would be very useful for students.
	7. Cole, Kaizar; unanimously approved with **two contingencies** (in bold above), *three recommendations* (in italics above), and one comment.
5. Mathematics 5571 (new course)
	1. *Recommendation:* The Panel recommends including specific due dates for homework assignments and midterm/final examinations on the course calendar so that students can better plan their workload. They also suggest clarifying for students whether there will be a weekly homework assignment due during weeks when an exam is given.
	2. *Recommendation:* The Panel recommends that, in conjunction with placing deadlines on the course calendar, the department consider adding a late assignment policy to the syllabus.
	3. *Recommendation:* While the Panel understands that this course is focused on the mathematical underpinnings of machine learning and may not necessarily involve coding, they found it difficult to determine if students will need to have or obtain specific computer hardware or software to be successful in the course. If such equipment is needed, the Panel suggests adding those requirements to the syllabus.
	4. *Recommendation*: The Panel recommends that the department update the Mental Health Statement (syllabus pg. 4 under “Mental Health Statement”), as the name and phone number for the National Crisis/Suicide Hotline have changed. The most up-to-date statement can be found here: <https://asccas.osu.edu/curriculum/syllabus-elements>.
	5. *Recommendation:* The Panel recommends that the department use the most up-to-date version of the Student Life Disabilities Services statement (syllabus pg. 4 under “Statement about disability services”). An up-to-date statement can be found here: <https://asccas.osu.edu/curriculum/syllabus-elements>.
	6. Kaizar, Hamilton; unanimously approved with *five recommendations* (in italics above).
6. Mathematics 4345 (new course)
	1. **Contingency:** The Panel asks that the department include in the syllabus heading (pg. 1) the format of instruction (lecture, recitation, laboratory, etc.).
	2. **Contingency:** Per a requirement of the ASC Curriculum Committee, the Panel requests that the department include in the syllabus a weekly schedule (as a replacement for or in addition to the topics list found on pg. 2-3) that includes both the topics and the readings/chapters covered in the textbook in each week so that the committee has a sense of how much work is required of students.
	3. *Recommendation:* The Panel recommends that the department provide more detail on the level of collaboration that is acceptable in terms of Academic Misconduct, as well as clarifying whether collaboration is required of students. On a related note, they recommend that the department consider how they will support and assess student collaboration, since it is a part of the stated course goals (syllabus pg. 1-2).
	4. *Recommendation:* The assignment descriptions on pg. 3 (Homework and Projects) indicate that students will need to submit code as a part of their assignments. The Panel asks that the department clarify whether students will be coding in LEAN or utilizing a different platform/coding language. They also recommend including information about how students should access LEAN (or different platforms, if applicable), and if they will need a specific level of hardware or a particular operating system to be successful in the course.
	5. *Recommendation*: The Panel recommends that the department update the Mental Health Statement (syllabus pg. 5 under “Your mental health”), as the name and phone number for the National Crisis/Suicide Hotline have changed. The most up-to-date statement can be found here: <https://asccas.osu.edu/curriculum/syllabus-elements>.
	6. *Recommendation:* The Panel recommends that the department use the most up-to-date version of the Student Life Disabilities Services statement (syllabus pg. 4-5 under “Disability Services Statement”). An up-to-date statement can be found here: <https://asccas.osu.edu/curriculum/syllabus-elements>.
	7. Hamilton, Kaizar; unanimously approved with **two contingencies** (in bold above) and *4 recommendations* (in italics above).