**Arts and Humanities 1 Subcommittee**

Approved Minutes

Monday, September 25th, 2023 9:30AM – 11:00AM

CarmenZoom

**Attendees:** Hedgecoth, Hilty, Koehnlein, Neff, Staley, Troyan, Vankeerbergen

1. Approval of 09/11/2023 Minutes
	* Hedgecoth, Troyan, **unanimously approved**
2. Design 3106 (new course)
	* **The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and** [**can be found here on the ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)**. The Subcommittee thanks you for adding this statement to your course syllabus.**
	* *The Subcommittee recommends including more information in the course syllabus, such as the materials that are stated to be distributed in-class. They find that more information about course assignments within course syllabi can assist students in determining their workload for the semester.*
	* *The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date* [*statements can be found here*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) *on the ASC Curriculum and Assessment website.*
	* Koehnlein, Troyan, **unanimously approved** with **one contingency** (in bold above) and *two recommendations* (in italics above)
3. Design 3156 (new course)
	* **The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and** [**can be found here on the ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)**. The Subcommittee thanks you for adding this statement to your course syllabus.**
	* *The Subcommittee recommends including more information in the course syllabus, such as the materials that are stated to be distributed in-class. They find that more information about course assignments within course syllabi can assist students in determining their workload for the semester.*
	* *The Subcommittee recommends providing an assignment breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.*
	* *The Subcommittee recommends removing the letter grade of “A+” from the grading scale, found on page 3 of the syllabus, as Ohio State does not officially award the letter grade of “A+”.*
	* *The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date* [*statements can be found here*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) *on the ASC Curriculum and Assessment website.*
	* Hedgecoth, Koehnlein, **unanimously approved** with **one contingency** (in bold above) and *four recommendations* (in italics above)
4. Design 3556 (new course)
	* **The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and** [**can be found here on the ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)**. The Subcommittee thanks you for adding this statement to your course syllabus.**
	* *The Subcommittee recommends including more information in the course syllabus, such as the materials that are stated to be distributed in-class. They find that more information about course assignments within course syllabi can assist students in determining their workload for the semester.*
	* *The Subcommittee recommends providing an assignment breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.*
	* *The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date* [*statements can be found here*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) *on the ASC Curriculum and Assessment website.*
	* Troyan, Hedgecoth, **unanimously approved** with **one contingency** (in bold above) and *three recommendations* (in italics above)
5. Design 4106 (new course)
	* **The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and** [**can be found here on the ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)**. The Subcommittee thanks you for adding this statement to your course syllabus.**
	* *The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date* [*statements can be found here*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) *on the ASC Curriculum and Assessment website.*
	* *The Subcommittee recommends including more information in the course syllabus, such as the materials that are stated to be distributed in-class. They find that more information about course assignments within course syllabi can assist students in determining their workload for the semester.*
	* Koehnlein, Troyan, **unanimously approved** with **one contingency** (in bold above) and *two recommendations* (in italics above)
6. Design 4156 (new course)
	* The Subcommittee would like to note that they found the description of course assignments to be excellent in this course proposal and believe students will greatly benefit from such a robust description.
	* **The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and** [**can be found here on the ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)**. The Subcommittee thanks you for adding this statement to your course syllabus.**
	* *The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date* [*statements can be found here*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) *on the ASC Curriculum and Assessment website.*
	* Koehnlein, Troyan, **unanimously approved** with one comment, **one contingency** (in bold above) and *one recommendation* (in italics above)
7. Design 4806 (new course)
	* **The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and** [**can be found here on the ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)**. The Subcommittee thanks you for adding this statement to your course syllabus.**
	* *In the Course Methodology section on page 2 of the syllabus, there is a statement that says that students should expect to spend “2 hours/week in-person, in-class, and 7 hours a week on reading, viewing, and analytical writing”. The Subcommittee asks that this be corrected to read 3 hours in-person/in-class and 6 hours out-of-class, as this is the proper standard for contact hours in a 3-credit hour lecture course.*
	* *The Subcommittee recommends providing more details on the “Response Writing” assignments, which account for 60% of a student’s final grade, in the course syllabus. They also suggest that it may be useful to break this down further to allow students to know how much each individual response writing will impact their final grade.*
	* *The Subcommittee recommends providing an assignment breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.*
	* *The Subcommittee recommends removing the letter grade of “A+” from the grading scale, found on page 3 of the syllabus, as Ohio State does not officially award the letter grade of “A+”.*
	* *The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date* [*statements can be found here*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) *on the ASC Curriculum and Assessment website.*
	* Troyan, Koehnlein, **unanimously approved** with **one contingency** (in bold above) and *five recommendations* (in italics above)
8. Design 5106 (new course)
	* **The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and** [**can be found here on the ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)**. The Subcommittee thanks you for adding this statement to your course syllabus.**
	* **The Subcommittee noted that, on page 3 of the course syllabus, it is stated that the course readings and viewing will be provided in Carmen. However, it is a requirement of syllabi within the College of Arts and Sciences to include the course readings. The reviewing faculty ask that these be added to the course syllabus, preferably to the course calendar (if possible).**
	* *The Subcommittee recommends providing an assignment breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.*
	* *The Subcommittee recommends removing the letter grade of “A+” from the grading scale, found on page 4 of the syllabus, as Ohio State does not officially award the letter grade of “A+”.*
	* *The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date* [*statements can be found here*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) *on the ASC Curriculum and Assessment website.*
	* Troyan, Hedgecoth, **unanimously approved** with **two contingencies** (in bold above) and *three recommendations* (in italics above)
9. Design 5156 (new course)
	* **The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and** [**can be found here on the ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)**. The Subcommittee thanks you for adding this statement to your course syllabus.**
	* **The Subcommittee noted that, on page 3 of the course syllabus, it is stated that the course readings and viewing will be provided in Carmen. However, it is a requirement of syllabi within the College of Arts and Sciences to include the course readings. The reviewing faculty ask that these be added to the course syllabus, preferably to the course calendar (if possible).**
	* *The Subcommittee recommends providing an assignment breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.*
	* *The Subcommittee recommends removing the letter grade of “A+” from the grading scale, found on page 4 of the syllabus, as Ohio State does not officially award the letter grade of “A+”.*
	* *The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date* [*statements can be found here*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) *on the ASC Curriculum and Assessment website.*
	* Koehnlein, Troyan, **unanimously approved** with **two contingencies** (in bold above) and *three recommendations* (in italics above)
10. Design 5206
	* **The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and** [**can be found here on the ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)**. The Subcommittee thanks you for adding this statement to your course syllabus.**
	* *The Subcommittee recommends providing an assignment breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.*
	* *The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date* [*statements can be found here*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) *on the ASC Curriculum and Assessment website.*
	* Hedgecoth, Troyan, **unanimously approved** with **one contingency** (in bold above) and *two recommendations* (in italics above)
11. Design 5806
	* **The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and** [**can be found here on the ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)**. The Subcommittee thanks you for adding this statement to your course syllabus.**
	* *In the Course Methodology section on page 2 of the syllabus, there is a statement that says that students should expect to spend “2 hours/week in-person, in-class, and 7 hours a week on reading, viewing, and analytical writing”. The Subcommittee asks that this be corrected to read 3 hours in-person/in-class and 6 hours out-of-class, as this is the proper standard for contact hours in a 3-credit hour lecture course.*
	* *The Subcommittee recommends providing an assignment breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.*
	* *The Subcommittee recommends removing the letter grade of “A+” from the grading scale, found on page 3 of the syllabus, as Ohio State does not officially award the letter grade of “A+”.*
	* *The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date* [*statements can be found here*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) *on the ASC Curriculum and Assessment website.*
	* Hedgecoth, Koehnlein, **unanimously approved** with **one contingency** (in bold above) and *four recommendations* (in italics above)