**ASCC Arts and Humanities 2 Subcommittee**

Approved Minutes

Wednesday, Sept. 13th, 2023 9:30 AM – 11:00 AM

110 Denney Hall

**Attendees**: Diles, Dugdale, Bitters, Neff, Paulsen, Podalsky, Steele, Smith, Vankeerbergen

**Agenda**

1. Approval of 8/30/23 minutes
	1. Diles, Paulsen; unanimously approved.
2. Overview of the work of the subcommittee (Laura and Bernadette)
3. History 3211 (existing course with GEL Historical Study and GEN Historical and Cultural Studies; requesting 100% DL)
	1. **Contingency:** The Subcommittee requests that the department provide more information regarding the readings for the course. Specifically, they note that the Distance Learning cover sheet (pg. 3) says that students will be expected to spend 2-4 hours per week on assigned reading, but *The Greeks: History, Culture, and Society* by Morris and Powell is listed only as a recommended text and not a required text (syllabus pgs. 8 and 19). Since the Morris and Powell text is the only assigned reading for the first six weeks of the course (syllabus pgs. 19-21), the Subcommittee asks for additional clarification in this area.
	2. **Contingency:** The Subcommittee asks that the department replace the current Religious accommodations statement (syllabus pg. 19) with the university’s new Religious Accommodations statement. The statement is available in an easy-to-copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)
	3. *Recommendation:* The Subcommittee recommends that the department consider open book exams (perhaps with a time limit) rather than closed book exams (syllabus pg. 12), as closed book exam policies are difficult to enforce in a fully asynchronous course.
	4. *Recommendation:* The Subcommittee suggests that the department consider a different title for Assignment #1 (syllabus pg. 11). Since students will actually have to successfully complete a graded quiz/assignment to get these points, re-titling the assignment (e.g. “Reading Quizzes”) while perhaps mentioning in the description that this is intended to take the place of an attendance grade in a traditional, in-person course would make this clearer to students.
	5. *Recommendation:* The Subcommittee suggests that the department include in the syllabus (pg. 8) information on where students will be able to purchase, rent, or borrow the required texts.
	6. *Recommendation*: The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement (syllabus, pgs. 18-19), which was updated to reflect the university’s new COVID-19 policies in August 2023. The updated statement can be found in an easy-to-copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements).
	7. Paulsen, Dugdale; unanimously approved with **two contingencies** (in bold above) and *four recommendations* (in italics above).
4. Certificate in History of Conflict and Diplomacy (new) (Types 1a, 1b, and 2)
	1. Comment: The Subcommittee would like to thank the unit for this thoughtful and thorough proposal. They commend the unit for putting together a new certificate which will appeal to a broad spectrum of students.
	2. **Contingency:** The Subcommittee asks that the department clarify which title they plan to use for the certificate. Currently, the Program Request in curriculum.osu.edu says “Certificate in Conflict and Diplomacy in History”, while the proposal (Pg. 1 and the document header throughout) refers to the program as “Certificate in History of Conflict and Diplomacy”. The Subcommittee requests that the department choose one title or the other and adjust the documents accordingly.
	3. **Contingency:** The Subcommittee asks that the department provide more detailed information in the proposal (pg. 5) regarding the required student portfolio, addressing the following points:
		1. The Subcommittee requests that the department clarify who will be evaluating the portfolio. Although it is clear that students will turn this in to one of the undergraduate advisors in the Department of History, it is unclear who will evaluate the content of the portfolios.
		2. The Subcommittee asks that the department add the portfolio requirement to the Advising Sheet for the certificate (proposal pg. 9). This is especially important for students and advisors outside of the Department of History, who might otherwise be completely unaware of this aspect of the program.
		3. The Subcommittee requests that the department re-consider the requirement that the portfolio must be turned in prior to students filing their graduation application. This timing may be problematic for several reasons:
			1. Students in the College of Arts and Sciences may still be taking one, two, or even three of the courses for this certificate in their final semester, and thus may not have the materials necessary to compile their portfolio at the time of their graduation application. (Most ASC Students apply for graduation at the beginning of their final semester or at the end of their penultimate semester).
			2. Students in other colleges (Engineering, Business, etc.) often apply for graduation up to 3 semesters before they have completed their studies (e.g., a student who is planning to graduate in SP25 may apply to graduate in early/mid SP24), thus they may only recently have started taking courses for the certificate.
			3. Students who are not currently in a baccalaureate program do not apply for graduation, and thus do not have a firm deadline on when they should turn this in to be awarded the certificate.
	4. *Recommendation:* The Subcommittee recommends that the department remove the clause “With ASCC approval” (syllabus pg. 4) from the sentence “With ASCC approval, students may count up to two classes toward both the certificate and their major/minor.” This is a departmental decision and is considered to be a part of the program proposal. As long the full proposal is approved, students will not need special permission of the ASCC to utilize their credits in this way.
	5. *Recommendation:* The Subcommittee notes that History 3500’s Midterm Essay Question is used as an example of a possible writing sample source for students’ portfolios (proposal pg. 5-6). However, the course is not listed above in the section that suggests courses with appropriate midterm or final exam questions (proposal pg. 5).
	6. Paulsen, Diles; unanimously approved with **two contingencies** (in bold above), *two recommendations* (in italics above) and one comment.
5. Animation Minor (new)
	1. Comment: The Subcommittee thanks the department and the faculty/staff who had a hand in crafting this proposal. It is clear from the thorough research that there is a substantial interest in and need for a minor in this area. The Subcommittee looks forward to having this program as a part of our offerings in the College of Arts and Sciences.
	2. **Contingency:** The Subcommittee asks that the department provide more information on the availability of the minor courses. They are interested in knowing how often the minor courses are offered now, approximately how many seats in those courses might currently be available to students in this new program, and how the various departments involved will meet increased demand. They are especially concerned since the majority of courses in the minor are lab/studio courses with a finite number of seats based on available laboratory/studio space (as opposed to lecture courses that could potentially be expanded with additional instructors and a larger classroom).
	3. **Contingency:** The Subcommittee requests that the department clarify whether the “Art Advisor” who is to chair the faculty advisory committee for this program (proposal pg. 9) is a faculty member or a staff member. While the subcommittee encourages the units to include one or more staff Academic Advisors on the committee (as appropriate), they ask that the proposal specify that a faculty member will serve as chair so that faculty governance is maintained.
	4. **Contingency:** The Subcommittee asks that ACCAD 6651 be removed from the list of possible courses in the minor (proposal pg. 19); as a 6000-level course, it is intended for graduate students only and should not be a part of an undergraduate program.
	5. *Recommendation:* The Subcommittee recommends that the department reconsider the “Suggested Pathways” for the minor. They note that some pathways, such as Interactive Animation and 3D Sculpting, do not currently have enough viable courses to complete the minor. Though it is not entirely clear form the proposal how the Suggested Pathways will be shared with students, the committee observes that many students who see “suggested pathways” or “optional tracks” like this when exploring a minor believe that they *must* choose one of these, and they often abandon minors because they are unable to schedule the classes in that narrow path. The Subcommittee suggests that the department provide this simply as a list of courses recommended to students who have an interest in the various areas, or that they only provide it as a tool to advisors and faculty to use when they speak with students about the minor. To that end, they encourage the department to make the requirement to meet with an academic advisor in the Department of Art before declaring the minor more prominent on the Advising Sheet.
	6. *Recommendation:* The Subcommittee offers the friendly suggestion that Theatre 3351 (TV Production I) and Theatre 3111 (Directing) might be good electives to consider adding to this program, as they are in line with other courses in the minor and offered frequently.
	7. Paulsen, Diles; unanimously approved with **three contingencies** (in bold above) *two recommendations* (in italics above), and one comment.