**ASCC Arts and Humanities 1 Subcommittee**

Approved Minutes

Tuesday, February 27th, 2024 12:30PM – 2:00PM

CarmenZoom

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

1. Approval of 02/13/2024 Minutes
	* **Tabled**
2. Russian 1102.02 (new course requesting 100% DL & GEL Foreign Language and GEN Foundation: World Languages; DL version of existing 1102.01)
	* The Subcommittee would like to ask the department why they have chosen to utilize the .02 decimalization for this course, as the Department of Slavic and East European Languages and Cultures has established that they utilize .99 for distance learning courses. If the department is turning away from this policy, that is certainly acceptable, but the Subcommittee wondered if, perhaps, this was merely an oversight and wanted to bring this to the department’s attention.
	* **The Subcommittee asks that the prerequisites in curriculum.osu.edu be updated to include all versions of Russian 1101, as the department has decimalizations of the course. The prerequisite for the course should include 1101.01, 1101.51, and 1101.61.**
	* **The Subcommittee asks that Russian 1102.61 be added as an exclusion within curriculum.osu.edu.**
	* **The Subcommittee asks that the GEL Foreign Language Goals, ELOs, and brief explanatory paragraph be added to the course syllabus, per a requirement of all General Education courses. The GEL Goals and ELOs can be found on the** [**ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/legacy-general-education-gel-goals-and-elos)**.**
	* **The Subcommittee asks that the links to the ASC Curriculum and Assessment Services site and the ASC Advising site be removed from the course syllabus (as found on page 2), as they worry these may be confusing to students and seem to be mistakenly left within the syllabus.**
	* *The Subcommittee recommends updating the Student Life – Disability Services and Mental Health statements, as they have been updated for the 2023-2024 academic year. The most up-to-date syllabus statements can be found on the* [*ASC Curriculum and Assessment Services website*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)*.*
	* Troyan, Hedgecoth, **unanimously approved** with one comment, four **contingencies** (in bold above), and *one recommendation* (in italics above)
3. Russian 1201 and 1202 (new courses) (Return)
	* Koehnlein, Hedgecoth, **unanimously approved**
4. Russian 1203 (new course)
	* **The Subcommittee asks that the prerequisites for Russian 1203 be corrected. In the cover letter submitted that accompanied this resubmission, the prerequisite for the course is listed as Russian 1101 (and, if this is the case, should be written as 1101.01, 1101.51, or 1101.61 to include all decimalizations of the course). However, on the curriculum.osu.edu form, there is still no prerequisite listed. Please select the appropriate prerequisite and ensure that it is correct within curriculum.osu.edu.**
	* Koehnlein, Hedgecoth, **unanimously approved** with **one contingency** (in bold above)
5. Russian 1205 (new course)
	* **The Subcommittee asks that the prerequisites for Russian 1205 be corrected. In the cover letter submitted that accompanied this submission, the prerequisite for the course is listed as Russian 1101 (and, if this is the case, should be written as 1101.01, 1101.51, or 1101.61 to include all decimalizations of the course). However, on the curriculum.osu.edu form, there is still no prerequisite listed. Additionally, the course syllabus lists the prerequisite to be 1101 or 1133. Please select the appropriate prerequisite and ensure that it is correct within curriculum.osu.edu.**
	* **The Subcommittee asks that, on page 2, the phrase “You will be graded on Pass/Fail” be removed from the syllabus. Pass/No Pass is an alternative grading format that *students* must elect to complete, while Satisfactory/Unsatisfactory is a grading scheme for a course that *the department* chooses for the course when it is first submitted in curriculum.osu.edu (and then later entered in SIS). The Subcommittee worries that this may be confusing to students.**
	* *When the syllabus is finalized for distribution to students, the Subcommittee asks that the department use the most up-to-date version of the University’s Religious Accommodations Statement.  It is likely that the exact wording of this statement may vary in the near future as university authorities consider how best to communicate this important information to students and comply with recent State of Ohio legislation.  The Subcommittee asks that the department regularly check the*[*Arts and Sciences Curriculum and Assessment Services website*](https://asccas.osu.edu/curriculum/syllabus-elements)*for the most accurate information about current syllabus requirements for the College of Arts and Sciences.*
	* *The Subcommittee recommends updating the Mental Health statement, as it has been updated for the 2023-2024 academic year. The most up-to-date syllabus statement can be found on the* [*ASC Curriculum and Assessment Services website*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)*.*
	* Hedgecoth, Koehnlein, **unanimously approved** with **two contingencies** (in bold above) and *two recommendations* (in italics above)
6. History of Art & Ethnic Studies 3562 (new courses requesting GEN Theme: Citizenship for a Diverse and Just World & GEN Theme: Traditions, Cultures, and Transformations)
	* The Subcommittee notes that the GEN Goals are not fully included within the course syllabus, as Goals 1 and 2 do not appear. While this Subcommittee will not require these to be corrected, given that it falls outside of their purview, they would like it noted that the Themes Subcommittee will require this language be corrected. The GEN Theme Goals (and ELOs) can be found on the [ASC Curriculum and Assessment Services website](https://asccas.osu.edu/new-general-education-gen-goals-and-elos).
	* Troyan, Hedgecoth, **unanimously approved** with one comment
7. Art 3204 (new course requesting GEN Theme: Traditions, Cultures, and Transformations)
	* **The Subcommittee asks that the course syllabus provide a percentage breakdown of how much each assignment category is worth towards a student’s final grade. This is a requirement of the ASC syllabus template, and more information can be found on the** [**ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)**.**
	* **The Subcommittee asks that the course syllabus provide a description of each course assignment type. While they recognize there is a small section titled “Grading” on page 9 of the syllabus, they would like to see an individual section that describes, in detail, the expectations for students for each assignment type or category. This information is a requirement of the** [**ASC syllabus template**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) **and is also very beneficial to students.**
	* **The Subcommittee asks that it be clarified if this course will be taught 100% in-person or in a hybrid format. On page 8 of the syllabus, it is mentioned that “synchronous Zoom meetings will occasionally be used for PowerPoints and video/film viewing”, indicating that there may be some portion of the course taught at a distance.**
	* **The Subcommittee asks that, in the curriculum.osu.edu form, a transcript abbreviation be chosen that helps outside institutions and reviewers determine the topic of the course. As a reminder, transcription abbreviations are a useful mechanism for external reviewers of transcripts to quickly determine the course content and should not include the course number. Should the department like guidance in selecting an appropriate transcript abbreviation, please reach out to ASC Curriculum and Assessment Coordinator, Michael Hilty.70.**
	* *When the syllabus is finalized for distribution to students, the Subcommittee asks that the department use the most up-to-date version of the University’s Religious Accommodations Statement.  It is likely that the exact wording of this statement may vary in the near future as university authorities consider how best to communicate this important information to students and comply with recent State of Ohio legislation.  The Subcommittee asks that the department regularly check the*[*Arts and Sciences Curriculum and Assessment Services website*](https://asccas.osu.edu/curriculum/syllabus-elements)*for the most accurate information about current syllabus requirements for the College of Arts and Sciences. Additionally, please ensure that this section has a proper label, as currently, on page 14 of the syllabus, the religious accommodations section is not labeled as such.*
	* Hedgecoth, Troyan, **unanimously approved** with **four contingencies** (in bold above) and *one recommendation* (in italics above)
8. Ethnic Studies 5890 (new course)
	* **The Subcommittee asks that the statement provided during the concurrence process from the Department of Theatre, Film, and Media Arts (TFMA) be added to the appropriate syllabi for the course as they are taught. In the case of the submitted syllabi for course approval, please ensure that the statement is added to the syllabus authored by Elissa Washuta and titled “Images of Natives in the Cinema and Popular Cultures”. As a reminder, TFMA has asked that the statement “This course does not contribute to the Film Studies major or minor requirements” be added for any course that includes the title, topic, or theme of “cinema”, “film”, or film and media studies related content.**
	* **The Subcommittee asks that, within the syllabus submitted by Paloma Martinez-Cruz titled “Latinx Performance and Popular Culture”, the 60 minutes a week of “Communities of Practice” be more thoroughly explained (as found at the top of page 1 of the syllabus). This potentially would add an additional contact hour to the course, which would make the course 4 credit hours. However, the Subcommittee recognizes this may be a hold-over from a previous iteration of the course, as there does not appear to be any other mention of this requirement throughout the rest of the syllabus.**
	* *The Subcommittee recommends removing the reference to the “College of Arts and Sciences grading scale” within both syllabi, as the College (or the University) does not have a standardized grading scale. Instructors are free to utilize a grading scale that best suits the needs of their courses and students.*
	* Koehnlein, Hedgecoth, **unanimously approved** with **two contingencies** (in bold above) and *one recommendation* (in italics above)
9. Art & Molecular Genetics 3011 (new cross-listed courses requesting GEN Theme: Lived Environments with High-Impact Practice: Integrated and Integrated Collaborative Teaching)
	* **The Subcommittee asks that the instructor explain how they came to the determination that 5.5 hours of direct instruction and 6 hours of indirect instruction are the proper contact hours for this course. While they are not certain that these are necessarily incorrect, they would like to see where this calculation has come from. As a reminder, for every 1 credit of a lecture-style course, there should be 1 hour of direct instruction and 2 hours of indirect instruction. For a studio or laboratory style course, there should be 2 hours of direct instruction and 1 hour of indirect instruction.**
	* **The Subcommittee asks that the attendance policy, found on pages 9-10 of the syllabus, be amended, as instructors cannot force a student to withdraw from a course due to not attending. Of course, if an instructor wishes to provide a student a grade of “E” for missing 6 classes, they are welcome to have that as a course policy, but forcing students to withdraw from a course is not allowed and may have other, more significant impacts to a student such as impacting their financial aid.**
	* **The Subcommittee asks that the course calendar be reworked to function on a 14-week semester, as this is the standard semester for the university. Currently, it appears as if the course calendar is operating on a 16-week semester with an additional final’s week included.**
	* **The Subcommittee asks that, in the curriculum.osu.edu, a transcript abbreviation be chosen that helps outside institutions and reviewers determine the topic of the course. As a reminder, transcription abbreviations are a useful mechanism for external reviewers of transcripts to quickly determine the course content. Should the departments like guidance in selecting an appropriate transcript abbreviation, please reach out to ASC Curriculum and Assessment Coordinator, Michael Hilty.70.**
	* **The Subcommittee asks that the department work with Michael Hilty.70, ASC Curriculum and Assessment Coordinator, to determine the appropriate prerequisites for the course. Course prerequisites should be chosen and not simply include examples, as the Office of the University Registrar will be unable to enter the proper prerequisites in this form. Additionally, not all of the courses chosen are 3-credit hour courses, and this may mean students have unintended gaps in their knowledge required for the course.**
	* **The Subcommittee asks that the cross-listing be corrected within curriculum.osu.edu. For Art 3011, the information in curriculum.osu.edu should read “Cross-listed with Molecular Genetics”.**
	* **The Subcommittee asks that the two cross-listed courses exclude each other within curriculum.osu.edu, as students should not be able to earn course credit by enrolling in both department’s courses. In other words, Art 3011 should exclude Molecular Genetics 3011 (and Molecular Genetics 3011 should exclude Art 3011). Thus, that field in curriculum.osu.edu should read: “Not open to students with credit for Molecular Genetics 3011”.**
	* **The Subcommittee asks that the units reconsider the CIP code being used for the course. Currently, the CIP code selected is one utilized for general Arts courses, while, based upon course content, it may make sense to utilize a CIP code for STEM coursework.**
	* *The Subcommittee recommends that the course description within curriculum.osu.edu be amended to clarify how the art elements are going to be integrated within the course.*
	* *The Subcommittee recommends updating the Student Life – Disability Services and Mental Health statements, as they have been updated for the 2023-2024 academic year. The most up-to-date syllabus statements can be found on the* [*ASC Curriculum and Assessment Services website*](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)*.*
	* Hedgecoth, Koehnlein, **unanimously approved** with **eight contingencies** (in bold above) and *two recommendations* (in italics above)