**ASCC Arts and Humanities 1 Subcommittee**

Approved Minutes

Tuesday, April 16, 2024 12:30PM – 2:00PM

CarmenZoom

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

1. Approval of 04/02/2024 Minutes
	* Troyan, Koehnlein, **unanimously approved**
2. Slavic 2345.30 (new course “requesting” GEL Literature, GEL Diversity – Global Studies, and GEN Foundation: Literary, Visual, and Performing Arts)
	* **The Subcommittee asks that the Religious Accommodation statement be updated within the course syllabus. On March 1st, 2024, the Arts and Sciences Curriculum Committee updated the required statement to be in compliance with the new statement, which was provided by the Office of Undergraduate Education and vetted by the Office of Legal Affairs. As a helpful reminder, the link at the end of the statement labeled “Policy: Religious Holidays, Holy Days and Observations” *is* a required part of the statement and must be included. The newly updated statement can be found on the** [**syllabus elements page of the ASC Curriculum and Assessment Services website**](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)**.**
	* **The Subcommittee asks that the reference and ELOs to this course fulfilling GEL Diversity – Social Diversity in the U.S. be removed from the course syllabus on page 3. The course is only approved for the Global Studies diversity category of the GEL program.**
	* **The Subcommittee asks that the course syllabus elaborate on how students can expect to meet both the GEL and GEN ELOs. While they recognize that there is a brief paragraph on page 4 of the syllabus, they would like to see a more thorough explanation for each individual General Education category, as this important statement is meant to explain to students how they can expect to fulfill the GE ELOs.**
	* *The Subcommittee recommends removing the letter grade of “D-“ from the grading scale located on page 6 of the syllabus. The Ohio State University does not officially award the letter grade of “D-“.*
	* *The Subcommittee recommends removing the reference to quarters within the course syllabus in the “Extra Credit” section, as found on page 8 of the syllabus, given that Ohio State operates on a semester-based calendar.*
	* Hedgecoth, Koehnlein, **unanimously approved** with **three contingencies** (in bold above) and *two recommendations* (in italics above)
3. Theatre 5602 (new course)
	* **The Subcommittee asks that additional information about the course readings be provided within the course calendar, as found on pages 4-5 of the syllabus. Specifically, they would like to see page numbers and which readings are expected on each class session. This will allow them to evaluate how much work is required of students and also will be of benefit to students when the syllabus is distributed to students.**
	* *The Subcommittee recommends providing additional information within the course syllabus on the projected due date of each individual course assignment (acknowledging that the show files 1-4 and final project are already within the course calendar). This will further help students when they are planning their workload.*
	* *The Subcommittee recommends breaking down how much time students will spend per week of the course, rather than by assignment type. This will help provide students with a more accurate understanding of their workload.*
	* Hedgecoth, Koehnlein, **unanimously approved** with **one contingency** (in bold above) and *two recommendations* (in italics above)
4. NELC 5145 (new course)
	* The Subcommittee would like to ask the department and course proposer whether they believe any prerequisites may be appropriate for this course. Specifically, they are concerned that the course title and description may cause students, especially undergraduate students, to enroll without the necessary prerequisite knowledge (such as knowledge of and fluency in an ancient language, as indicated as being required on page 1 of the syllabus).
	* The Subcommittee asks that the course syllabus be re-reviewed by the course proposer to ensure that all information and policies surrounding the course are meant for an in-person course, rather than a distance learning course. They believe that several elements of the course syllabus are still referencing policies and structures for a distance learning version of the course. For example, on page 3 of the course syllabus, there is language that states that all class sessions will be recorded and posted to Carmen. Is the instructor truly recording an in-person course and providing these recordings to students?
	* The Subcommittee would like some clarification on the purpose of office hours within the context of the course, as they have concerns that these may be requiring additional direct instructional time that is not being accounted for given the 3-credit hour nature of the course. Specifically, they noticed that on page 3 of the course syllabus, it states that students are required to take advantage of office hours. Additionally, on page 5 of the syllabus, there is language underneath the “Late Policy and Attendance” section that seems to indicate that a student will need to only attend office hours when they need to miss a class session and would like to earn their weekly 5% grade.
	* The Subcommittee asks that the attendance policy under “Late Policy and Attendance” (as found on page 5 of the syllabus) be amended. Specifically, when the syllabus states that, “Students who stay constantly behind or fall behind by 3 weeks at any point during the semester may be asked to leave the course and receive an E or W grade”. This policy violates University policy, as an instructor cannot force a student to withdraw from a course (as this may have other important implications, such as with financial aid) nor may they bar a student from attending a course without going through appropriate departmental channels.
	* The Subcommittee asks that the course calendar provide additional information on course readings (such as page lengths and when students should expect to have which readings completed by) and course assignments.
	* The Subcommittee asks that on page 5 of the syllabus (underneath the “Weekly Meetings Database Structuring and Student-Dataset” section) the statement that says “Students should expect to work a minimum of three hours per week outside of class” either be removed or modified. Students are expected to complete 6 hours of out-of-classroom activities in order to receive a letter grade of “C” in a 3-credit hour course.
	* The Subcommittee asks that the Religious Accommodation statement be updated within the course syllabus (as found on page 8). The link at the end of the statement labeled “Policy: Religious Holidays, Holy Days and Observations” isa required part of the statement (per a requirement from the Ohio Revised Code) and must be included. The newly updated statement (with the required policy link) can be found on the [syllabus elements page of the ASC Curriculum and Assessment Services website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements).
	* The Subcommittee asks that a cover letter be submitted that details all changes made as a result of their provided feedback.
	* **Declined to vote**