**ASCC Arts and Humanities Subcommittee 2**

Approved Minutes

Wednesday, March 6th, 2024 9:30 AM – 11:00 AM

CarmenZoom

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

**Agenda**

1. Approval of 2/21/24 minutes
	1. Diles, Dugdale; unanimously approved.

General Comment: The Subcommittee wishes to commend the CLLC and those involved in the development of these exciting courses and BA program. The members are delighted to hear about the growth of enrollment in existing ASL courses and to understand the role of the new courses within the proposed new major. Within this larger framework, the Subcommittee offers the following feedback mentioned below:

1. ASL 3650 (new course)
	1. Question: The Subcommittee wants to clarify whether by “ASL 2104” as a prerequisite the unit means completion with a grade of C- or better. If so, the unit will need to adjust this language on the form in curriculum.osu.edu and in the syllabus. [Submission form and syllabus p. 1]
	2. **Contingency**: The Subcommittee requests that the unit provide more information in the syllabus regarding group work and the meetings that will take place outside of class including how students will be grouped and what students should do if they cannot align their schedules. [Syllabus pp. 3, 12]
	3. **Contingency**: The Subcommittee requests that the unit use the most recent version of the Religious Accommodations Statement. Though the syllabus included the proper language at the time of submission, the statement has recently been updated (03-01-2024). The new version of this 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 revised statement to your course syllabus. [Syllabus p. 16]
	4. *Recommendation*: For conciseness, the Subcommittee recommends that the unit include a statement in the LifeFlex extension policy paragraph such as, “LifeFlex can be used for all of the assignments except…” rather than marking each individual assignment as eligible/ineligible. [Syllabus pp. 10-12]
	5. Dugdale, Diles; unanimously approved with one question, **two contingencies**, and *one recommendation*.
2. ASL 3750 (new course)
	1. Question: The Subcommittee wants to clarify whether by “ASL 2104” as a prerequisite the unit means completion with a grade of C- or better. If so, the unit will need to adjust this language on the form in curriculum.osu.edu and in the syllabus. [Submission form and syllabus p. 1]
	2. Question: The Subcommittee notices that the textbook required for this course is the same as the textbook required for ASL 3650. It seems that the pages for many of the weekly readings also overlap. The Subcommittee wonders if there is a reason behind this or if this is an oversight.
	3. **Contingency**: The Subcommittee requests that the unit provide more information in the syllabus regarding group work and the meetings that will take place outside of class including how students will be grouped, how the times will be scheduled, and what students should do if they cannot align their schedules. Including a note in the syllabus that students will need to be available for out-of-class group work (at a time that is mutually agreed upon by all group members) could help to eliminate confusion. [Syllabus pp. 6, 11-12]
	4. **Contingency**: The Subcommittee requests that the unit adjust the total number of points in the grade breakdown table, as they currently add up to 355 rather than the stated 350. [Syllabus p. 9]
	5. **Contingency**: The Subcommittee requests that the unit use the most recent version of the Religious Accommodations Statement. Though the syllabus included the proper language at the time of submission, the statement has recently been updated (03-01-2024). The new version of this 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 revised statement to your course syllabus. [Syllabus p. 16]
	6. *Recommendation*: For conciseness, the Subcommittee recommends that the unit include a statement in the LifeFlex extension policy paragraph such as, “LifeFlex can be used for all of the assignments except…” rather than marking each individual assignment as eligible/ineligible. [Syllabus pp. 10-13]
	7. Dugdale, Diles; unanimously approved with two questions, **three contingencies**, and *one recommendation*.
3. ASL 4104 (new course)
	1. Question: The Subcommittee wants to clarify whether by “successful completion of ASL 3104” as a prerequisite the unit means a grade of C- or better. If so, the unit will need to adjust this language on the form in curriculum.osu.edu and in the syllabus. [Submission form and syllabus p. 1]
	2. **Contingency**: The Subcommittee requests that the unit use the most recent version of the Student Life Disability Services Statement, 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). [Syllabus p. 10]
	3. **Contingency:** The Arts and Sciences Curriculum Committee recently (03-01-2024) updated the list of required syllabus statements for all syllabi to include a new statement on religious accommodations.  The new version of this 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 revised statement to your course syllabus.
	4. *Recommendation*: The Subcommittee recommends that the unit clarify the difference between homework and the other assignments that are titled differently but seem to also be “homework”, perhaps by referring to the homework category as “class preparation” or similar. [Syllabus pp. 4-5]
	5. *Recommendation*: The Subcommittee recommends that the unit provide clarity in the syllabus on how attendance and participation will be graded separately, since a student cannot participate in a class they do not attend (creating a situation where a student is penalized twice for missing class). The Subcommittee is unsure how these points will be divided and recommends briefly outlining this. [Syllabus p. 6]
	6. *Recommendation*: The Subcommittee recommends that the syllabus include the points and percentages that each category of assignments is worth in the grade breakdown table, as the Subcommittee found this helpful in some of the other proposed syllabi from the unit. [Syllabus p. 4]
	7. *Recommendation*: The Subcommittee recommends that the unit use the most recent version of the Mental Health Statement if it wishes to keep the statement in the syllabus. The statement was updated to include the new Suicide and Crisis Lifeline number. 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). [Syllabus p. 9]
	8. Diles, Dugdale; unanimously approved with one question, **two contingencies**, and *four recommendations*.
4. American Sign Language and Deaf Studies BA (new)
	1. Comment: The Subcommittee is impressed with the work that the Center has put in to build this program from the ground up. The Subcommittee hopes to see the program expand and offers the following feedback in hopes of getting the program approved as quickly as possible.
	2. Comment: The Subcommittee wishes to make the unit aware that if they plan on recruiting from their minor program, they will have students graduating within a couple of years and will not have 3.5 years to create the survey and the Carmen assessment test before there are any graduating majors. [Proposal p. 13]
	3. Comment: The Subcommittee appreciates the plan to hire two Professors of Teaching and a faculty member assigned to TIU, but they are concerned that high demand for this program may necessitate additional faculty in the future and offers the friendly advice that the unit consider how to address this possible issue.
	4. Question: The Subcommittee is uncertain how the Program Assessment test will be implemented. How will the sample of students be selected and how will they be incentivized to complete the assessment? The Subcommittee asks that the answers to these questions be included in the proposal document.
	5. **Contingency**: The Subcommittee requests that the unit clearly identify in the proposal and on the advising sheet the courses that will fulfill each of the 3 Embedded Literacy categories (Data Analysis, Advanced Writing, and Technology), as all units must identify how they are meeting these requirements for students in their major as a consequence of the New General Education curriculum. For information regarding the Embedded Literacies and the expected learning outcomes of each category, please refer to the [Arts and Sciences Curriculum and Assessment Services website](https://asccas.osu.edu/embedded-literacies/embedded-literacies-faq).
	6. **Contingency**: The Subcommittee requests that the unit refer to the program by the same title throughout the proposal. It is titled “American Sign Language and Deaf Studies” on the form in curriculum.osu.edu but is referred to as “ASL Access, Equity and Inclusion” throughout the proposal. [Proposal p. 1, 15]
	7. **Contingency**: The Subcommittee requests that the unit be clearer about the number of transfer credit hours that may apply to the program and specify if this includes the prerequisites to the major. If the allowed 15 hours of transfer credit does not include the prerequisites to the program, students could take 5 ASL classes that count toward the major at another institution, which would result in students with varying skill levels in upper-level major courses. [Proposal p. 15, Appendix A]
	8. **Contingency**: The Subcommittee asks that the unit include information in the proposal regarding the World Languages Skills and Competencies Workshop mentioned on the advising sheet, as many students and even faculty are not familiar with its details. Alternatively, if the intention is not to have ASL students take the World Languages Skills and Competencies Workshop (if, for example, this language is a left-over from another World Language major advising sheet that was used as a template), please remove the reference on the advising sheet. [Proposal p. 16]
	9. **Contingency**: The Subcommittee requests that the unit address the following issues regarding ASL 5797 [Proposal p. 18]:
		1. Though this does not affect the implementation of the program, ASL 5797 does not currently exist as a course and should either be submitted right away (new course request in curriculum.osu.edu) or not be listed in the proposal.
		2. Should ASL 5797 be created now, the Subcommittee asks the unit if they want to allow it to be counted for up to 9 credit hours in the major, as this makes up a large portion of the major considering it is only one course. In other words, there are many majors (or minors) where a course can be taken for a large number of credits but only a part of those credits can count in the major (or minor) at hand. It is up to the unit to decide and specify in the proposal.
		3. The Subcommittee notes that the study abroad program in Siena, Italy seems like it would fall under ASL 5797 once that course is created. However, the layout of the header “Program in Siena, Italy” implies that this is different from ASL 5797. If the Siena program is one example of a study abroad program that could be taken under ASL 5797, then the proposal should clearly indicate so. If that is not the case, then the proposal will need to indicate how (including under what course number) the Program in Siena, Italy will be accessible to students.
		4. The Subcommittee assumes that the prerequisite of Italian 1198.71 exists only for the program in Siena, Italy and not for a general ASL 5797 course, as that program may not be the only Global Education opportunity available to students in the major. That is, students may study abroad in a country where experience with a different language will benefit them. If that is the case, then Italian 1198.71 cannot be the stated prerequisite for ASL 5797.
	10. **Contingency**: The Subcommittee requests that the unit reconcile the discrepancy between the prerequisites for ASL 4104 and 3750 as listed in the program proposal with those listed in the course proposals (that is, ASL 3104 and 2104, respectively). [Proposal pp. 17-18]
	11. **Contingency**: The Subcommittee requests that the four-year plan reference the First-Year *Survey* rather than First-Year *Seminar* to prevent confusion among students, as First Year Seminars are an optional program, while a University Survey course is required of all students. [Proposal p. 21]
	12. **Contingency**: The Subcommittee notes that the provided sample of courses for Spring of Year 2 includes a course that is a prerequisite for the other (3105 has a prerequisite of 2104). Either the sample four-year plan needs to be adjusted or CLLC needs to change the prerequisite information for 3105 to enable the students to take the courses concurrently. [Proposal p. 21]
	13. *Recommendation*: The Subcommittee recommends listing the courses in Appendix B in numerical order to make the path of the major more apparent. [Proposal p. 17]
	14. Diles, Dugdale; unanimously approved three comments, one question, **eight contingencies**, and *one recommendation*.
5. Religious Studies 4370 (new course requesting GEN Theme Citizenship for a Diverse and Just World with Research and Creative Inquiry HIP)
	1. Comment: The Subcommittee is excited to see this innovative course proposal and offers the following feedback in hopes of making the next steps in the approval process as smooth as possible for the unit.
	2. Question: The Subcommittee observes that the course has a stated prerequisite of "any prior course in Religious Studies" (curriculum.osu.edu under "Prerequisites and Exclusions"), but that this is not electronically enforced (i.e., students will be able to register for the course on their own regardless of whether or not they have actually met said prerequisite). The Subcommittee notes that a prerequisite like this can be enforced electronically, and thus they ask the unit if they were simply unaware that this was a possibility, or if they intentionally left it unenforced. If it is the latter, no action is needed. If it is the former, they ask that the unit make the necessary changes in curriculum.osu.edu. Note: Electronically enforcing the pre-requisite will NOT prevent Academic Advisors from adding the class for students who do not meet the prerequisite but have obtained permission of the instructor.
	3. **Contingency**: The Subcommittee requests that the unit provide a more detailed description in the syllabus of the evaluation and specific length expectations of the assignments. Along those lines, the Subcommittee notes that the final project has several steps, but the syllabus does not break down how the total grade for the assignment is divided among these parts. If some of these steps are not graded, the Subcommittee asks that the unit include a note in the assignment descriptions that students will still receive meaningful feedback.
	4. **Contingency**: The Subcommittee requests that the unit adjust the course calendar (which currently plans for one more instructional week than a semester allows) to reflect the typical 14 instructional weeks and one final exam meeting in a semester.
	5. **Contingency**: The Subcommittee requests that the syllabus include the weekly contact hours of the course (i.e., meeting times/frequency), as this is a required syllabus element and is important for the High Impact Practice review. In order to provide a better understanding of the credit hour expectations, the Subcommittee also asks that the unit include more information on the field trips and the times of the visits along with including a credit hours and work expectation statement similar to the following: According to Ohio State bylaws on instruction, students should expect 4 hours of in-class work per week in addition to 8 hours outside of class to receive a grade of (C) average. For more information regarding the definition of a semester credit hour, please see page 19 of the [ASCCAS Operations Manual](https://asccas.osu.edu/sites/default/files/2023-11/2023-2024%20ASCC%20Handbook.pdf).
	6. **Contingency**: The Subcommittee requests that the unit clarify the times that students will need to commit to the class (e.g., when traveling to field trip sites) along with what will happen if students’ schedules do not align with those times. Other units have avoided scheduling complications with similar courses by scheduling the course to include these additional times or by including in the course description in curriculum.osu.edu that the course requires off-campus travel outside of the regular class meeting times, since students will see this description when they register for the course.
	7. **Contingency**: The Subcommittee requests that the unit use the most recent version of the Student Life Disability Services Statement, 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). [Syllabus pp. 4-5]
	8. **Contingency:** The Arts and Sciences Curriculum Committee recently (03-01-2024) updated the list of required syllabus statements for all syllabi to include a new statement on religious accommodations. The new version of this 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 revised statement to your course syllabus.
	9. *Recommendation*: It is unclear to the Subcommittee if the course will be meeting once or twice weekly. If meeting twice, the Subcommittee recommends that the unit break down the class preparation in the course calendar by meeting rather than week.
	10. *Recommendation*: The Subcommittee recommends reconsidering the title of the Letter to the Professor assignment. While this is a fine assignment, referring to it as a standard reflection might be better for students who feel uncomfortable with the idea of more casual interaction with their instructor.
	11. *Recommendation*: The Subcommittee notices that the grade “C” average is listed in the grading scale twice and recommends that the unit correct this typo. The Subcommittee also notices the absence of a D+ from the grading scale. If not intentionally omitted, the Subcommittee recommends correcting this as well. If the instructor does not intend to give a mark of D+, it is recommended that they include a short statement for students explaining that policy.
	12. *Recommendation*: The Subcommittee recommends that the unit use the most recent version of the Mental Health Statement if it wishes to keep the statement in the syllabus. The statement was updated to include the new Suicide and Crisis Lifeline number. The updated statement can be found in copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements).
	13. Dugdale, Diles; unanimously approved one comment, one question, **six contingencies**, and *four recommendation*s.