

ASCC Arts and Humanities Subcommittee 2

Draft Minutes

Wednesday, May 8th, 2024

9:30 AM – 11:00 AM

CarmenZoom

Attendees: Beecher, Bitters, Diles, Dugdale, Neff, Podalsky, Vankeerbergen

Agenda

1. Approval of 4-24-24 minutes
 - a. Diles, Beecher; approved with one abstention.
2. Classics 6002 (new course)
 - a. Comment: The Subcommittee views this new course as a useful addition to the graduate program and finds the syllabus to be well-structured.
 - b. Comment: The Subcommittee suggests that the department indicate in the syllabus where students can purchase the required texts if they will not be made available to them by the instructor. [Syllabus p. 1]
 - c. Comment: The Subcommittee notes that the syllabus states that students should bring their assignments to class on Monday, but it also states that assignments will be due the Friday following the class meeting. This led to the Subcommittee's question of whether assignments should be brought to class the Monday following their due date, or if a rough draft of the assignment should be brought to class the Monday before they are officially due. The Subcommittee recommends that the department lay this out more clearly to prevent confusion among students. [Syllabus p. 2]
 - d. Comment: The Subcommittee encourages the department to elaborate on the assessment of participation so that the expectations of students are perfectly clear. Along those lines, the Subcommittee offers the friendly advice to the department that an attendance policy is always appreciated by students. [Syllabus p. 2]
 - e. Comment: The Subcommittee offers the friendly reminder to the department that the university does not use the mark of D-. Therefore, the D- mark should be removed from the grade scale in the syllabus with the points adjusted accordingly. [Syllabus p. 2]
 - f. Dugdale, Diles; unanimously approved with five comments.
3. Latin 6892 (existing course requesting change of credit hours from 5 to 4 & change of title)
 - a. Comment: The Subcommittee offers their compliments to the unit for the straightforward and organized nature of this syllabus. The Subcommittee simply recommends that the department put the Academic Integrity Policy in bold in its listing under "Other Course Policies" in order to remain consistent with the syllabus formatting and to prevent the language from blending with the section on backing up work. [Syllabus p. 4]
 - b. Beecher, Diles; unanimously approved with one comment.

4. English 3260 (new course requesting GEN Theme Traditions, Cultures, and Transformations)
 - a. Comment: The Subcommittee commends the department on what they view as a rich, thoughtfully laid out course.
 - b. Comment: The Subcommittee offers the friendly advice to the department that including the assignment listing earlier in the syllabus could be helpful to provide students with context before looking through the course schedule.
 - c. Comment: The Subcommittee encourages the department to include more detail in the syllabus regarding the length of the assignments (e.g., a word range rather than describing the length as short), especially the recurrent writing exercises, so that students know exactly what is expected of them. [Syllabus p. 7]
 - d. **Contingency:** The Subcommittee requests that the department include the link to religious holidays, holy days and observances at the end of the Religious Accommodations statement in the syllabus, as it is part of the full required statement. Please feel free to copy and paste the link into the syllabus at the end of the statement: **Policy: [Religious Holidays, Holy Days and Observances](#)**. [Syllabus p. 9]
 - e. Dugdale, Beecher; unanimously approved with four comments and **one contingency**.
5. English 3262 (new course requesting GEN Theme Traditions, Cultures and Transformations)
 - a. Comment: Given the content of the course, the Subcommittee encourages the department to inform the Department of Theatre, Film and Media Arts about the creation of this course.
 - b. Comment: The Subcommittee encourages the department to include a brief sentence or two in the syllabus regarding the subscriptions required to access certain course materials. This could be a sentence assuring students that, should this be a financial burden to them, they can reach out to the instructor with their concerns. This could also be a sentence encouraging students to take advantage of free trials and reminding them to cancel any subscriptions they start once no longer needed for the course. [Syllabus pp. 2-3]
 - c. Comment: The Subcommittee suggests that the major assignments of the course be included in the course schedule so that students can easily find the due dates in the syllabus.
 - d. Comment: In terms of the description of the assessment criteria, the Subcommittee encourages the department to lay out Major Assignment 3 with more detail given that it is worth such a large portion of students' grades. Along those lines, the Subcommittee believes it would be helpful to students to include more information about i) how often they will be assigned a discussion role and ii) the logistics of the discussions themselves. Overall, the Subcommittee found the discussions an incredibly innovative and thoughtful way of engaging students! [Syllabus pp. 3-4]
 - e. Dugdale, Beecher; unanimously approved with four comments.