**ASCC Social and Behavioral Sciences Subcommittee**

Approved Minutes

Friday, February 9th, 2024 3:00PM – 4:30PM

CarmenZoom

**Attendees:** Dwyer, McKean, Nathanson, Neff, Raadschelders, Valle, Vankeerbergen

**Agenda**

1. Approval of 1/19/24 minutes
   1. Raadschelders, Dwyer; unanimously approved.
2. WGSS 2900 (new course requesting GEN Foundation Social and Behavioral Sciences and GEN Foundation REGD)
   1. Raadschelders, McKean; unanimously approved.
3. Anthropology 3504 (existing course requesting to be offered for fixed 3 credits instead of variable 3-4 credits)
   1. **Contingency**: The Subcommittee asks that the department include in the syllabus grading information indicating the percentages assigned to various requirements, as stated as a required syllabus element on the [Arts and Sciences Curriculum and Assessment Services website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements).
   2. **Contingency**: The Subcommittee requests that the department include information regarding the format of the exam questions and the length of study board posts, as stated as required syllabus elements on the [Arts and Sciences Curriculum and Assessment Services website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements). [Syllabus pp. 1-2]
   3. **Contingency**: The Subcommittee requests that the department use the approved academic misconduct statement in the syllabus. The 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. 3]
   4. **Contingency**: The Subcommittee requests that the department 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. 4]
   5. **Contingency**: The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and 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).
   6. *Recommendation*: The Subcommittee recommends that the department include an attendance policy in the final syllabus that will be provided to students when the course is taught, as stated as a required operational syllabus element on the [Arts and Sciences Curriculum and Assessment Services website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements).
   7. Dwyer, Raadschelders; unanimously approved with **five contingencies** and *one recommendation*.
4. Anthropology 5685.02 (new courses)
   1. **Contingency**: The Subcommittee is unclear on how contact hours will be calculated per offering and asks the department how many contact hours will be expected per credit hour.
   2. **Contingency**: The Subcommittee requests that the department include the physical work expectations statement present in the 5685.03 syllabus (p. 5) in this syllabus as well. The Subcommittee finds this to be informative and important for students to know.
   3. **Contingency**: The Subcommittee requests that the department include in the syllabus information regarding participation/performance expectations and additional details laying out the length and format of the other assignments, as stated as required syllabus elements on the [Arts and Sciences Curriculum and Assessment Services website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements).
   4. **Contingency**: The Subcommittee requests that the top of the first page of the syllabus specify that this course is ANTH 5685.02.
   5. **Contingency**: The Subcommittee requests that the department use the approved academic misconduct statement in the syllabus. The 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. 1]
   6. **Contingency**: The Subcommittee requests that the department add the most recent version Student Life Disability Services Statement into the syllabus, 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. **Contingency**: The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and 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).
   8. *Recommendation*:The Subcommittee recommends that the department include an attendance policy and grading scale in the final syllabus that will be provided to students when the course is taught, as stated as required operational syllabus elements on the [Arts and Sciences Curriculum and Assessment Services website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements).
   9. Raadschelders, McKean; unanimously approved with **seven contingencies** and *one recommendation*.
5. Anthropology 5685.03 (new course)
   1. **Contingency**: The Subcommittee is unclear on how contact hours will be calculated per offering and asks the department how many contact hours will be expected per credit hour.
   2. **Contingency**: The Subcommittee requests that the department select S/U for the grading basis in curriculum.osu.edu, as the form currently states that the course is graded by letter grades while the syllabus states that it is graded S/U. Or if it is the syllabus that should use letter grades, then it needs to be corrected.
   3. **Contingency**: The Subcommittee requests that the department update the links to the required readings, as neither of them lead to an existing page. [Syllabus p. 2]
   4. **Contingency**: The Subcommittee requests that the top of the first page of the syllabus specify that this course is ANTH 5685.03.
   5. **Contingency**: The Subcommittee requests that the department 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. 1]
   6. **Contingency**: The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and 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. *Recommendation*: The Subcommittee recommends that the department 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. 2-3]
   8. Raadschelders, Dwyer; unanimously approved with **six contingencies** and *one recommendation*.
6. Anthropology 5685.04 (new course)
   1. **Contingency**: The Subcommittee is unclear on how contact hours will be calculated per offering and asks the department how many contact hours will be expected per credit hour.
   2. **Contingency**: The Subcommittee requests that the department include the physical work expectations statement present in the 5685.03 syllabus (p. 5) be added to this syllabus as well. The Subcommittee finds this to be informative and helpful for students to know.
   3. **Contingency**: The Subcommittee requests that the department include in the syllabus information regarding participation/performance expectations and additional details laying out the length and format of the other assignment, as stated as required syllabus elements on the [Arts and Sciences Curriculum and Assessment Services website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements).
   4. **Contingency**: The Subcommittee requests that the syllabus contain a weekly topical outline of course meetings, including topics to be covered, readings, and homework (to provide an idea of how much is required of students), as stated as a required syllabus element on the [Arts and Sciences Curriculum and Assessment Services website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements).
   5. **Contingency**: The Subcommittee requests that the top of the first page of the syllabus specify that this course is ANTH 5685.04.
   6. **Contingency:** The Subcommittee requests that the department use the approved academic misconduct statement in the syllabus. The 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. 2]
   7. **Contingency**: The Subcommittee requests that the department add the most recent version of the Student Life Disability Services Statement into the syllabus, 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).
   8. **Contingency**: The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and 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).
   9. *Recommendation*: The Subcommittee recommends that the department include an attendance policy and grading scale in the final syllabus that will be provided to students when the course is taught, as stated as required operational syllabus elements on the [Arts and Sciences Curriculum and Assessment Services website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements).
   10. *Recommendation*: The Subcommittee recommends that the department connect with OIA to decide on appropriate disability language that is specific to this course and its requirements (to better phrase the “students with disabilities” statement at the beginning of the syllabus and to be included in addition to the required SLDS statement). The Subcommittee also recommends that the department refrain from using all capital letters for the disability statement and from making it one of the first informational items, as it can come across as singling out students with disabilities and drawing an excessive amount of attention to them. [Syllabus p. 1]
   11. Comment: The Subcommittee offers the friendly advice that the grade percentages breakdown is often more digestible in the form of a table rather than a list. [Syllabus p. 2]
   12. Raadschelders, McKean; unanimously approved with **eight contingencies**, *two recommendations*, one comment.
7. ASC 3120 (new course requesting GEN Theme: Citizenship for a Diverse and Just World)
   1. **Contingency**: The Subcommittee requests that the unit include information regarding the article search and shares in the Course Contribution Assignments description, which seems to focus solely on the annotation assignments. [Syllabus p. 7]
   2. **Contingency**: Subcommittee would like to inform the department that the syllabus is missing the Goals for the Theme: Citizenship for a Diverse and Just World, which is a required syllabus element for GE courses and will be flagged at the Themes Subcommittee. The Subcommittee requests that the department revise this in hopes of getting the course approved in the Theme category as quickly as possible when the time comes. The Citizenship Goals can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](https://asccas.osu.edu/new-general-education-gen-goals-and-elos). [Syllabus p. 3]
   3. **Contingency**: The Subcommittee requests that the department 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. 4]
   4. **Contingency**: The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and 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).
   5. *Recommendation*: The Subcommittee recommends that the department 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 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. 15-16]
   6. *Recommendation*: The Subcommittee recommends that the department include in the course schedule an estimate of the number of required pages of reading per class session in order to provide an idea of the work expectations to students.
   7. *Recommendation*: The Subcommittee recommends that the unit replace the statement on diversity, equity, inclusion, and justice with the approved diversity statement if it wishes to keep it in the syllabus. The approved 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. 16]
   8. Comment: The Subcommittee notices that the categories of assignments tables are slightly overwhelming at first glance and advises the unit to either include a description of what each individual assignment entails or remove them from the tables, keeping only the larger assignments as a whole. [Syllabus pp. 7-9]
   9. Raadschelders, Dwyer; unanimously approved with **four contingencies**, *three recommendations*, and one comment.
8. Economics 8877 (new course)
   1. **Contingency**: The Subcommittee requests that the department clarify how students will lead discussion if there is no required outside reading. Will the discussion revolve around lecture topics? If so, what is the role of the recommended readings? [Syllabus p. 2]
   2. **Contingency**: The Subcommittee requests that the department 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. 7]
   3. **Contingency**: The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and 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).
   4. *Recommendation*: The Subcommittee recommends that the department use the most recent version of the diversity statement if it wishes to keep the statement in the syllabus. 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. 5]
   5. *Recommendation*: The Subcommittee recommends that the department 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. 6]
   6. Raadschelders, Dwyer; unanimously approved with **three contingencies** and *two recommendations*.