

## ASCC Arts and Humanities Subcommittee 1

### Approved Minutes

Tuesday, September 3<sup>rd</sup>, 2024

12:30 PM – 2:00 PM

CarmenZoom

**Attendees:** Bitters, Dugdale, Hedgecoth, Neff, Troyan, Vankeerbergen

1. Approval of 8-20-24 minutes
  - a. Hedgecoth, Troyan; unanimously approved.
2. French 1133 (new course requesting GEN Foundation World Languages & 100% DL delivery) (tabled from last time)
  - a. The Subcommittee requests that the department seek concurrence with the Center for Languages, Literatures and Cultures so that they can reach out to the various world language departments. Historically, language courses 1101-1103 have been designed as broad introductory courses in world languages, and the Subcommittee wants to ensure that the other world language departments are aware and agree with a new direction in the type of course offered in the 1101-1103 intro sequence of a world language. Furthermore, the subcommittee is unsure at this point whether the more specialized scope of the proposed new course (1) would enable it to fulfill the “varied purposes”/”variety of topics” element of ELO 1.3 (“achieve presentational speaking/ signing and/or writing, by delivering live, recorded, and/or written presentations in a language other than their first language *for varied purposes* using information, ideas, and viewpoints *on a variety of topics*”) and (2) would prepare student to “demonstrate knowledge of target culture(s) and attitudes on cultural diversity” to the same extent as happens in 1103 (Goal 2 : “Successful students will demonstrate knowledge of target culture(s) and attitudes on cultural diversity reflective of an interculturally competent global citizen”). The request for concurrence will allow for feedback and discussion among the world language departments regarding their perspectives on this new version of the 1103 language course as it has the potential to spark change in the way that language courses are offered in more than one department.
  - b. The Subcommittee requests that the department provide a translated version of the course calendar in order to allow for reviewers with little or no background in French to entirely understand what students will be assigned and how the time will be spent in each class session.
  - c. The Subcommittee notes that the prerequisites listed on the first page of syllabus are outdated and requests that the department replace those listed in the syllabus with those listed in curriculum.osu.edu (1102.xx or FR1155.xx; or the equivalent).
  - d. The Subcommittee certainly appreciates the thoroughness of this syllabus; however, the level of detail may be overwhelming to students. For the sake of student navigation, the Subcommittee recommends that the department consider condensing sections of the syllabus that are not required or essential in

understanding an assignment, grade, or other important aspect of the course. (This does not need to happen now. This could happen before the course is first taught.)

- e. It appears that some of the information listed in the outcome column of the course calendar consist more of tasks or exercises rather than outcomes. The Subcommittee suggests that the department clarify the distinction between activities and outcomes and review the content listed in the column as necessary. [Syllabus pp. 29-40]
  - f. The Subcommittee notices a discrepancy regarding the number of recordings required of students. The assignment descriptions specifies that there will be 4 self-recordings and 4 group recordings, but the calendar only includes 2 of each. The Subcommittee requests that the calendar or description be revised to reflect the correct number of each type of recording required. [Syllabus pp. 11, 29-40]
  - g. The Subcommittee requests that the department use the most recent version of the Student Life Disability Services Statement, which was updated in summer of 2024. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 27-28]
  - h. The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. The Arts and Sciences Curriculum Committee has 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 copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). Please note that the link to religious holidays, holy days and observances at the end of the statement is also required to be included in the syllabus.
  - i. 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](#). [Syllabus p. 27]
  - j. Declined to vote.
3. History of Art 3610 (new course)
- a. *Recommendation:* For the purpose of clarity and organization, the Subcommittee recommends that the course calendar include both class sessions within each week with the readings and assignments listed for the corresponding session.
  - b. *Recommendation:* The Subcommittee recommends that the department include greater detail in the description of the response essays regarding the assignment expectations, specifically more information about what students should focus on or analyze in their responses. [Syllabus p. 2]
  - c. *Recommendation:* The Subcommittee notices that the grading section of the syllabus mentions an OSU standard grading scale and recommends that the

department remove this language, as the university does not have a standard grading scale that they use or recommend. [Syllabus p. 2]

- d. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement, which was updated in summer of 2024. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 3-4]
- e. Francis, Hedgecoth; unanimously approved with *four recommendations*.
4. Religious Studies 3777 (new course requesting GEN Theme Health and Wellbeing)
  - a. Comment: The Subcommittee commends the department for the submission of such a well-designed and structured syllabus, as it provides a clear framework for the course.
  - b. *Recommendation:* The Subcommittee recommends that the course credit hours as well as contact hours be stated in the syllabus. The credit hours can simply be stated at the top of the syllabus and the contact hours can be indicated by stating the length and frequency of the course meetings (e.g., 80 minutes twice weekly) or by including a credit hour expectation statement into the syllabus such as the following:
    - i. This is a 3-credit hour course. According to Ohio State policy ([go.osu.edu/credithours](http://go.osu.edu/credithours)) students should expect around 3 hours per week of time spent on direct instruction (instructor content and recitation activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.
  - c. *Recommendation:* The Subcommittee asks that the department ensure that the reference to the [Office of Institutional Equity](#) in the religious accommodations statement is a hyperlink to the office's email. Additionally, the Subcommittee asks that the link below be added to the bottom of the religious accommodations statement, as it is a part of the required text. Please feel free to copy and paste these two links into the statement directly from the Subcommittee's feedback. Otherwise, the full statement with the links can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 8-9]
    - i. **(Policy: [Religious Holidays, Holy Days and Observances](#))**
  - d. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement, which was updated in summer of 2024. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 8]
  - e. Hedgecoth, Troyan; unanimously approved with one comment and *three recommendations*.
5. Religious Studies 3888 (new course requesting GEN Theme Traditions, Cultures, and Transformations)

- a. **Contingency:** The Subcommittee requests that the department seek concurrence with the Department of Philosophy and the Department of Sociology, as they both offer courses (Sociol 2290 & Philos 2465) with content overlap.
  - b. *Recommendation:* The Subcommittee recommends that the course credit hours as well as contact hours be stated in the syllabus. The credit hours can simply be stated at the top of the syllabus and the contact hours can be indicated by stating the length and frequency of the course meetings (e.g., 80 minutes twice weekly) or by including a credit hour expectation statement into the syllabus such as the following:
    - i. This is a 3-credit hour course. According to Ohio State policy ([go.osu.edu/credithours](https://go.osu.edu/credithours)) students should expect around 3 hours per week of time spent on direct instruction (instructor content and recitation activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.
  - c. *Recommendation:* The Subcommittee asks that the department ensure that the reference to the [Office of Institutional Equity](#) in the religious accommodations statement is a hyperlink to the office's email. Additionally, the Subcommittee asks that the link below be added to the bottom of the religious accommodations statement, as it is a part of the required text. Please feel free to copy and paste these two links into the statement directly from the Subcommittee's feedback. Otherwise, the full statement with the links can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 10-11]
    - i. **(Policy: [Religious Holidays, Holy Days and Observances](#))**
  - d. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement, which was updated in summer of 2024. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 10]
  - e. Hedgecoth, Troyan; unanimously approved with **one contingency** and *three recommendations*.
6. Religious Studies and NELC 3168 (new cross-listed courses requesting GEN Theme Traditions, Cultures, and Transformations)
- a. *Recommendation:* The Subcommittee recommends that the course calendars provide more detailed information about how time will be spent in each class session and how students are interacting with the assigned materials. Additionally, the Subcommittee recommends that the department make assignment due dates in the course calendars more prominent so that deadlines are clearly visible to students.
  - b. *Recommendation:* The Subcommittee notices that the list of course requirements on pages 4 and 5 of the syllabi does not match the evaluation section below it on page 5. The Subcommittee recommends that the lists of assignments match in each section, so students are clear on how their coursework is evaluated.

- c. *Recommendation:* The Subcommittee notes that the assignment description of the midterm indicates that it will be held in week 7, but the course calendars lists it in week 8. The Subcommittee recommends that the departments adjust the syllabi to reflect the proper date in both places to avoid confusion for students. [Syllabi pp. 5, 11]
  - d. *Recommendation:* The Subcommittee recommends that the course credit hours as well as contact hours be stated in the syllabi. The credit hours can simply be stated at the top of the syllabi and the contact hours can be indicated by stating the length and frequency of the course meetings (e.g., 80 minutes twice weekly) or by including a credit hour expectation statement into the syllabi such as the following:
    - i. This is a 3-credit hour course. According to Ohio State policy ([go.osu.edu/credithours](https://go.osu.edu/credithours)) students should expect around 3 hours per week of time spent on direct instruction (instructor content and recitation activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.
  - e. *Recommendation:* The Subcommittee asks that the department ensure that the reference to the [Office of Institutional Equity](#) in the religious accommodations statement is a hyperlink to the office's email. Additionally, the Subcommittee asks that the link below be added to the bottom of the religious accommodations statement, as it is a part of the required text. Please feel free to copy and paste these two links into the statement directly from the Subcommittee's feedback. Otherwise, the full statement with the links can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 8-9]
    - i. **(Policy: [Religious Holidays, Holy Days and Observances](#))**
  - f. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement, which was updated in summer of 2024. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 8]
  - g. Troyan, Hedgecoth; unanimously approved with *six recommendations*.
7. French 3803 (new course requesting GEN Theme Citizenship for a Just and Diverse World)
- a. *Comment:* The Subcommittee notes that the course calendar seems to indicate that only parts of the course materials will be assigned. If this is the case, the course materials section of the syllabus should indicate that only excerpts from *all* of the pieces will be assigned. If this is not the case and some pieces will be fully assigned, then the syllabus should list them as required texts that students must purchase. [Syllabus pp. 3-4]
  - b. **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](#). Please note that the link to religious holidays, holy days and observances at the end of the statement is also required to be included in the syllabus. [Syllabus p. 8]

- c. **Contingency:** The Subcommittee requests that the department use the most recent version of the Student Life Disability Services Statement, which was updated in summer of 2024. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 9-10]
  - d. **Contingency:** The reviewing faculty notice that the Citizenship for a Diverse and Just World Theme is not mentioned in the heading of its Goals and ELOs. Please clearly indicate that these are the goals and expected learning outcomes of the GEN Theme Citizenship for a Diverse and Just World. [Syllabus pp. 1-2]
  - e. *Recommendation:* The Subcommittee recommends that the department adjust the grade scale to use letter 'E' rather than 'F' for 0-64, as the university does not use that mark. [Syllabus p. 4]
  - f. Hedgecoth, Troyan; unanimously approved with one comment, **three contingencies**, and *one recommendation*.
8. Music 8920 (new course)
- a. *Comment:* The Subcommittee notes that the course description in curriculum.osu.edu appears to be cut off due to exceeding the character limit on the site. The course can either be returned to the School's queue in curriculum.osu.edu for them to address this issue by adjusting the description, or alternatively, the ASC Office of Curriculum and Assessment can communicate with the School in order to take care of this with their instruction without exchanging the course back and forth between queues.
  - b. *Recommendation:* The Subcommittee recommends that the course calendar provide more guidance about what students will be doing in each class session. The Subcommittee recommends that the calendar include a more comprehensive weekly outline of the topics, readings, and work assigned for each class session in order to clearly illustrate the connections between the class sessions and the bibliography, as well as how the course work is distributed throughout the semester.
  - c. *Recommendation:* The Subcommittee recommends that the School add a section heading into the syllabus before the assignments are listed to distinguish the assignments from the other syllabus sections. [Syllabus p. 2]
  - d. *Recommendation:* The Subcommittee recommends that the School use the most recent version of the Student Life Disability Services Statement, which was updated in summer of 2024. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 6]
  - e. Troyan, Hedgecoth; unanimously approved with one comment and *three recommendations*.

9. Music 2200.13 (new course)
  - a. Tabled.
10. Arabic 5405 (new course)
  - a. Tabled.