

## ASCC Arts and Humanities 1 Subcommittee

### Approved Minutes

Tuesday, November 26<sup>th</sup>, 2024

12:30PM – 2:00PM

CarmenZoom

**Attendees:** Beecher, Bitters, Dugdale, Hedgecoth, Hilty, Troyan, Vankeerbergen

- 1) Approval of 10/29/2024 Minutes
  - Beecher, Troyan, **unanimously approved**
- 2) Latin 6891 (existing course requesting reduction in credit hours, change to title, course description, and prereqs)
  - *The Subcommittee recommends providing additional information on the course assignments, especially the research paper, found on page 2 of the syllabus. Specifically, they recommend providing more information on the specific requirements of each assignment and the process for students to work with the instructor to determine their research paper topic.*
  - *The Subcommittee recommends updating several course policy statements, as they have been recently updated. All statements can be found on the [ASC Curriculum and Assessment Services website](#):*
    - *Student Life – Disability Services (page 6 of the syllabus)*
    - *Mental Health (page 6 of the syllabus)*
    - *Diversity (page 5 of the syllabus)*
  - Hedgecoth, Beecher, **unanimously approved** with *two recommendations* (in italics above)
- 3) Greek 6892 (existing course requesting reduction in credit hours, change to title, course descriptions, and prereqs)
  - **The Subcommittee asks that the required Religious Accommodations statement be included within the course syllabus, as this statement is a requirement of all syllabi. The statement can be found on the [ASC Curriculum and Assessment Services website](#).**
  - *The Subcommittee recommends providing additional information on the course assignments, especially the research paper, found on page 2 of the syllabus. Specifically, they recommend providing more information on the specific requirements of each assignment and the process for students to work with the instructor to determine their research paper topic. Additionally,*

*p. 2 mentions the oral exam will be on Roman history. The Subcommittee assumed this was a typo leftover from the Latin syllabus.*

- *The Subcommittee recommends updating several course policy statements, as they have been recently updated. All statements can be found on the [ASC Curriculum and Assessment Services website](#):*

- *Student Life – Disability Services (page 6 of the syllabus)*
- *Mental Health (pages 5 & 6 of the syllabus)*
- *Diversity (page 5 of the syllabus)*

- Hedgecoth, Troyan, **unanimously approved** with **one contingency** (in bold above) and *two recommendations* (in italics above)

#### 4) Spanish and CLLC 5104 (new cross-listed courses)

- The Subcommittee noted that this course will become one of the core options for students to complete as part of the Translation and Interpretation certificate program. They ask that the CLLC email a brief memo to Bernadette Vankeerbergen, 1, Assistant Dean for Curriculum, to formally inform the Arts and Sciences Curriculum Committee and the Council on Academic Affairs of this requested change. Together with the memo, please also send the advising sheet with track changes that is currently uploaded in curriculum.osu.edu.
- *The Subcommittee recommends removing the following section underneath the Fieldwork Project on page 3 of the course syllabus:*
  - *“If the court observation(s) occur(s) during another instructor’s class session, students will have to make necessary arrangements with their other instructor. The instructor of this class will provide students with a form that states the date and time of their court observations as documentation to present to other instructors if needed.”*

*They recommend this section be replaced with less specific language, such as, “Should the court observation(s) occur(s) during another instructor’s class time, the student should consult me on how to successfully complete the assignment requirements.”*

- *The Subcommittee has the following small recommendations related to the attendance policy found on pages 4-5 of the syllabus:*
  - *They noticed that the attendance policy states that “...a student may miss two (3) [sic] class periods for any reason...” and later on that “Any absence beyond the three allowed absences that is not excused will lower the student’s final grade by 1 (one) percent”. While they assume the “two” is a typo meant to be “three”, they*

would like to kindly bring this to the instructor's attention to clarify this policy for students.

- *They recommend that the instructor reconsider the absence verification requirement, since asking students to obtain a doctor's note for illness may cause students to seek out medical treatment that is unneeded and place an unnecessary financial burden upon them. Additionally, the Wilce Student Health Center does not provide doctor's notes for illnesses any longer but rather points faculty to a pre-generated letter (the policy may be found [here](#) and the pre-generated note may be found [here](#)).*
  - Beecher, Troyan, **unanimously approved** with one comment and two recommendations (in italics above)
- 5) Art Education 5222 (course change; change number from 2222 to 5222)
- The Subcommittee noted that, in the cover letter provided by Dr. gloria wilson, the department wishes to utilize 5222 as a required class for undergraduate students within the Arts Management program. The Subcommittee asks that the department provide a memo within curriculum.osu.edu formally informing the Arts and Sciences Curriculum Committee of this intention. This change will require the department to submit a formal program change request, and they should work with Bernadette Vankeerbergen.1, Assistant Dean for Curriculum in ASC, to help facilitate this change.
  - **The Subcommittee noted that, in the cover letter provided by Dr. gloria wilson, the department is requesting that this course be changed to a letter grading system from the previous S/U grading system. However, this has not been reflected within either the curriculum.osu.edu form or the course syllabus. They ask that this be clarified and, should the intention be to offer this course on a letter grade scale, it be indicated in curriculum.osu.edu and the course syllabus.**
  - **The Subcommittee asks that the required Religious Accommodations statement be included within the course syllabus, as this statement is a requirement of all syllabi. The statement can be found on the [ASC Curriculum and Assessment Services website](#).**
  - *The Subcommittee recommends updating Student Life – Disability Services statement (page 5), Mental Health statement (page 5), and Title IX statement (page 6). The most up-to-date statements may be found on the [ASC Curriculum and Assessment Services website](#).*

- Troyan, Hedgecoth, **unanimously approved** with one comment, two contingencies (in bold above), and one recommendation (in italics above)
- 6) Music 2233 (new course)
- The Subcommittee noted that this course (as well as Music 3355) appear to be included within the Music minor. The School of Music should be in touch with Bernadette Vankeerbergen and Rachel Steele about where the course (and 3355) will fit into the existing minor. The addition of both courses *may* need to be an informational item at ASCC and CAA.
  - The Subcommittee noted that the course description in curriculum.osu.edu has been cut off, assumably because the description copied-and-pasted exceeded the character limit. They ask that a course description be provided that fits within the character limit of curriculum.osu.edu, as this is what will be put into the course catalog.
  - *The Subcommittee recommends clarifying in the course syllabus (such as on page 1) that this course will be taught in lecture format, and not as a studio or laboratory style course. The terms laboratory and studio have specific meanings within the university and would require different contact hours from what this course intends.*
  - *The Subcommittee recommends that the course calendar include two class sessions each week, as it will clarify contact hours and clearly indicate the material to be covered in each meeting.*
  - *The Subcommittee recommends providing the cost of any materials students must purchase as part of the course. They recommend placing this information underneath the required texts section on page 2 of the syllabus.*
  - *In the absence policy (syllabus page 4), the subcommittee is confused by the reference to an attendance grade, since attendance has not been included in the grading breakdown for the class (syllabus p. 2-3). If attendance will be graded, it should be added to the grading breakdown and the total course points should be adjusted accordingly. If, however, the intention of this policy is that after a certain number of absences students will automatically receive a 10% deduction on their overall grade in the course, this should be clearly stated. It is also unclear whether students are allowed two or three unexcused absences before being penalized. Please clarify this as well.*
  - Beecher, Troyan, **approved** with **one abstention** with two comments and *four recommendations* (in italics above)
- 7) Music 3355 (new course)
- The Subcommittee noted that this course (as well as Music 2233) appear to be included within the Music minor. The School of Music should be in touch

with Bernadette Vankeerbergen and Rachel Steele about where the course (and 3355) will fit into the existing minor. The addition of both courses *may* need to be an informational item at ASCC and CAA.

- *In the absence policy (syllabus page 4), the subcommittee is confused by the reference to an attendance grade, since attendance has not been included in the grading breakdown for the class (syllabus p. 3). If attendance will be graded, it should be added to the grading breakdown and the total course points should be adjusted accordingly. If, however, the intention of this policy is that after a certain number of absences students will automatically receive a 10% deduction on their overall grade in the course, this should be clearly stated. It is also unclear whether students are allowed two or three unexcused absences before being penalized. Please clarify this as well.*
- *The Subcommittee recommends removing or clarifying the 1-hour practice statements in the course calendar on pages 9-11 of the course syllabus. They are unsure if these are expectations of students (and if so, information on how these would be assessed should also be provided) or if these are helpful, friendly recommendations for the benefit of students.*
- Troyan, Beecher, **approved** with **one abstention** with one comment and two recommendations (in italics above)