1. AAAS 2295 (new course requesting GEN Foundation REGD)
   1. *Recommendation:* The Subcommittee recommends that the department provide information in the syllabus (p. 3) about where students can procure the textbooks and which editions they should purchase, as these texts are in the public domain and available in many editions.
   2. *Recommendation:* In light of the recent communication from Vice-Provost Norman Jones and the Office of Academic Affairs, the Subcommittee recommends that the department reconsider the policy of requiring documentation for absences (syllabus p. 3). Additionally, they recommend clarifying the absence policy for students by addressing excused vs. unexcused absences and the consequence of absence(s).
   3. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement (syllabus, p. 6), which was updated in August 2024. 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).
   4. *Recommendation:* The Subcommittee recommends that the department modify the statement on p. 3 of the syllabus regarding credit hours and work expectations. They suggest removing the term “direct instruction”, as that terminology is generally associated with online courses. Instead, they suggest the following: “This is a 3 credit-hour course. Students should expect to spend approximately 3 hours per week in class (in addition to 6 hours of homework) to receive a grade of ‘C’” (or similar).
   5. *Recommendation:* The Subcommittee suggests that the department modify the language on pp. 1-2 of the syllabus regarding the general education:
      1. The heading should be changed to read “GEN Foundation: Race, Ethnicity and Gender Diversity” rather than referring to the category as a GEN Theme.
      2. The Course Learning Outcomes should be placed elsewhere in the syllabus (rather than under the GEN heading), as they apply to this course specifically rather than to the category as a whole.
   6. *Recommendation:* The Subcommittee recommends that the department give more information to students in the syllabus (p. 3) about the quizzes, including the approximate length and types of questions that they can expect.
   7. Koln, Crocetta: approved with *six recommendations* (in italics above)*.*