**ASCC Arts and Humanities Subcommittee 2**

Approved Minutes

Wednesday, August 28th, 2024 9:30 – 11:00 AM

CarmenZoom

**Attendees**: Bitters, Crocetta, Diles, Köhnlein, Podalsky, Steele, Vankeerbergen

**Agenda**

1. Welcome and introductions.
2. Overview of the work of the subcommittee
3. Approval of 5-8-24 minutes
	1. Köhnlein, Diles; unanimously approved.
4. English 2265 (existing course previously approved for 100% DL; requesting GEN Foundation LVPA)
	1. Comment: The Subcommittee thanks the department for the submission of these courses for the GEN Foundation: Literary, Visual, and Performing Arts category. They are excited that the configuration of the new General Education has made space for creative writing practice courses, and they look forward to having these offerings as part of the GEN Foundation: LVPA category.
	2. **Contingency:** The Subcommittee asks that the department expand their explanation and provide more detailed information on the GE Submission form in response to ELO 1.4. Specifically, they are looking for additional information on *how* students will “evaluate [the] social and ethical implications [of] literature” and how their evaluation of these topics will be assessed by the instructor. As noted on the form, it will be helpful to identify specific assignments or class activities that are related to this ELO.
	3. **Contingency:** The Subcommittee requests that the department provide clearer information for students in the syllabus (in the course description, the description of how the course meets the GEN goals and ELOs [see item “d” below], the assignment descriptions and/or the course calendar) about how and when they will engage with and be assessed on ELO 1.4.
	4. **Contingency:** The Subcommittee asks that the department include in the syllabus a complete listing of all goals and ELOs for the GEN Foundation: Literary, Visual and Performing Arts category. A complete and accurate listing of the Goals and ELOs for all GEN and GEL categories is available on the [ASC Curriculum and Assessment Services website](https://asccas.osu.edu/general-education-program/ge-goals-elos). In addition, the Subcommittee asks that the department include in the syllabus a paragraph following the listing of the GEN goals and ELOs that explains how this course, in particular, meets the goals and ELOs of the LVPA category, per a requirement of the Arts and Sciences Curriculum Committee.
	5. **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 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.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) The Subcommittee thanks you for adding this statement to your course syllabus. Please note that the link at the bottom of the statement (“Policy: Religious Holidays, Holy Days, and Observances”) should be included with the statement.
	6. **Contingency:** The Subcommittee requests that the department use the most recent version of the Student Life Disability Services Statement (syllabus, p. 7), 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)
	7. *Recommendation:* The Subcommittee suggests that the department provide some information for students in the syllabus about why office hours are required for this course, and what students should expect in the required meetings. As English 2265 will now be a part of the General Education, the course will likely enroll students who are less familiar with the format or expectations for a creative practice course.
	8. *Recommendation:* The Subcommittee recommends that the department consider a a pre-requisite of “Completion of GE Foundation: Writing and Information Literacy Course” rather than “1110” for English 2265 so that the pre-requisite is consistent in all four beginning creative writing courses (English 2265-2268).
	9. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Mental Health Statement (syllabus, p. 6), as the name and phone number of the Suicide/Crisis hotline have changed. The updated statement can be found in an easy-to-copy/paste format on the [ASCCAS website.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)
	10. Köhnlein, Diles; approved with **five contingencies** (in bold above), *three recommendations* (in italics above), and one comment.
5. English 2266 (existing course requesting GEN Foundation LVPA)
	1. Comment: The Subcommittee thanks the department for the submission of these courses for the GEN Foundation: Literary, Visual, and Performing Arts category. They are excited that the configuration of the new General Education has made space for creative writing practice courses, and they look forward to having these offerings as part of the GEN Foundation: LVPA category.
	2. **Contingency:** The Subcommittee asks that the department expand their explanation and provide more detailed information on the GE Submission form in response to ELO 1.1-1.3. Specifically, they are looking for additional information on *how* students’ learning will be assessed during class discussion, and which specific assignments or class activities will allow students to achieve these ELOs.
	3. **Contingency:** The Subcommittee requests that the department provide clearer information for students in the syllabus (in the course description, the description of how the course meets the GEN goals and ELOs [see item “d” below], the assignment descriptions and/or the course calendar) about how and when they will engage with and be assessed on ELOs 1.1-1.3.
	4. **Contingency:** The Subcommittee asks that the department include in the syllabus a complete listing of all goals and ELOs for the GEN Foundation: Literary, Visual and Performing Arts category. A complete and accurate listing of the Goals and ELOs for all GEN and GEL categories is available on the [ASC Curriculum and Assessment Services website](https://asccas.osu.edu/general-education-program/ge-goals-elos). In addition, the Subcommittee asks that the department include in the syllabus a paragraph following the listing of the GEN goals and ELOs that explains how this course, in particular, meets the goals and ELOs of the LVPA category, per a requirement of the Arts and Sciences Curriculum Committee.
	5. **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 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.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) The Subcommittee thanks you for replacing the current statement on pg. 7 of the syllabus with the updated version. Please note that the link at the bottom of the statement (“Policy: Religious Holidays, Holy Days, and Observances”) should be included with the statement.
	6. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement (syllabus, pp. 5-6), 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)
	7. *Recommendation:* The Subcommittee suggests that the department update the Ombud for Writing courses section of the syllabus (p. 7), as Katie Stanutz no longer works for the Department of English.
	8. *Recommendation:* The Subcommittee recommends that the department revise the Workshop Code of Conduct (syllabus pg. 1-2), making certain that the consequences for unacceptable conduct are aligned with university policy ([Rules of the University Faculty](https://trustees.osu.edu/sites/default/files/migrated/assets/files/RuleBook/UniversityFacultyRules.pdf), pp. 110-111), especially as it pertains to dismissal from the course.
	9. Köhnlein, Diles; approved with **four contingencies** (in bold above), *three recommendations* (in italics above), and one comment.
6. English 2267 (existing course requesting GEN Foundation LVPA)
	1. Comment: The Subcommittee thanks the department for the submission of these courses for the GEN Foundation: Literary, Visual, and Performing Arts category. They are excited that the configuration of the new General Education has made space for creative writing practice courses, and they look forward to having these offerings as part of the GEN Foundation: LVPA category.
	2. **Contingency:** The Subcommittee asks that the department expand their explanation and provide more detailed information on the GE Submission form in response to ELOs 1.1-1.3. Specifically, they are looking for:
		1. 1.1 – More specificity as to *how* students will “analyze and interpret significant works…” and how the instructor will assess student learning in this area.
		2. 1.2 & 1.3 – More specificity as to which activities/assignments will allow the instructor to assess student learning in these areas.
	3. **Contingency:** The Subcommittee requests that the department provide clearer information for students in the syllabus (in the course description, the description of how the course meets the GEN goals and ELOs [see item “d” below], the assignment descriptions and/or the course calendar) about how and when they will engage with and be assessed on ELOs 1.1-1.3.
	4. **Contingency:** The Subcommittee asks that the department include in the syllabus a complete listing of all goals and ELOs for the GEN Foundation: Literary, Visual and Performing Arts category. A complete and accurate listing of the Goals and ELOs for all GEN and GEL categories is available on the [ASC Curriculum and Assessment Services website](https://asccas.osu.edu/general-education-program/ge-goals-elos). In addition, the Subcommittee asks that the department include in the syllabus a paragraph following the listing of the GEN goals and ELOs that explains how this course, in particular, meets the goals and ELOs of the LVPA category, per a requirement of the Arts and Sciences Curriculum Committee.
	5. **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 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.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) The Subcommittee thanks you for adding this statement to your course syllabus. Please note that the link at the bottom of the statement (“Policy: Religious Holidays, Holy Days, and Observances”) should be included with the statement.
	6. **Contingency:** The Subcommittee requests that the department use the most recent version of the Student Life Disability Services Statement (syllabus, p. 3), 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)
	7. **Contingency:** The Subcommittee requests that the department include in the syllabus the Academic Misconduct statement per a requirement of the Arts and Sciences Curriculum Committee. 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. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Mental Health Statement (syllabus, p. 3), as the name and phone number of the Suicide/Crisis hotline have changed. The updated statement can be found in an easy-to-copy/paste format on the [ASCCAS website.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)
	9. Köhnlein, Diles; approved with **six contingencies** (in bold above), *one recommendation* (in italics above), and one comment.
7. English 2268 (existing course requesting GEN Foundation LVPA)
	1. Comment: The Subcommittee thanks the department for the submission of these courses for the GEN Foundation: Literary, Visual, and Performing Arts category. They are excited that the configuration of the new General Education has made space for creative writing practice courses, and they look forward to having these offerings as part of the GEN Foundation: LVPA category.
	2. **Contingency:** The Subcommittee asks that the department expand their explanation and provide more detailed information on the GE Submission form in response to ELO 1.1. Specifically, they would like the department to identify which activities/assignments will allow the instructor to assess student learning in this area.
	3. **Contingency:** The Subcommittee requests that the department provide clearer information for students in the syllabus (in the course description, the description of how the course meets the GEN goals and ELOs [see item “d” below], the assignment descriptions and/or the course calendar) about how and when they will engage with and be assessed on ELO 1.1.
	4. **Contingency:** The Subcommittee asks that the department include in the syllabus a complete listing of all goals and ELOS for the GEN Foundation: Literary, Visual and Performing Arts category. A complete and accurate listing of the Goals and ELOs for all GEN and GEL categories is available on the [ASC Curriculum and Assessment Services website](https://asccas.osu.edu/general-education-program/ge-goals-elos). In addition, the Subcommittee asks that the department include in the syllabus a paragraph following the listing of the GEN goals and ELOS that explains how this course, in particular, meets the goals and ELOs of the LVPA category, per a requirement of the Arts and Sciences Curriculum Committee.
	5. **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 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.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) The Subcommittee thanks you for adding this statement to your course syllabus. Please note that the link at the bottom of the statement (“Policy: Religious Holidays, Holy Days, and Observances”) should be included with the statement.
	6. **Contingency:** The Subcommittee requests that the department use the most recent version of the Student Life Disability Services Statement (syllabus, p. 8), 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)
	7. Köhnlein, Diles; approved with **five contingencies** (in bold above) and one comment.
8. 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. *Recommendation:* The Subcommittee recommends that the department modify the explanation of grades on pg. 5 of the syllabus (“C-/D/D-”) to eliminate the mention of a “D-“, as this grade is not available at Ohio State.
	8. Koln, Crocetta: approved with *seven recommendations* (in italics above)*.*
9. French 3802 (new course requesting 100% DL and GEN Theme Traditions, Cultures, and Transformations)
	1. Tabled for time
10. ASL 4452 (new course requesting 100% DL)
	1. Tabled for time