**ASCC Arts and Humanities Subcommittee 2**

Approved Minutes

Wednesday, Sept. 11thth, 2024 9:30 – 11:00 AM

CarmenZoom

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

**Agenda**

1. Approval of the 08-28 -2024 minutes
	1. Köhnlein, Diles; unanimously approved
2. French 3802 (new course requesting 100% DL and GEN Theme Traditions, Cultures, and Transformations)
	1. *Recommendation:* The Subcommittee strongly suggests that the department reconsider the Final Group Project. Since this is an asynchronous online course, students may struggle to find common time to work together and may not be able to meet synchronously to discuss the project or plan and produce deliverables. Furthermore, if the department does continue with the group project, the subcommittee strongly recommends that the assessment of the project include self-assessment, peer assessment, and instructor assessment so that there is a clear accountability component.
	2. *Recommendation:* The Subcommittee recommends that the department include in the course schedule (pp. 29-35) some time to instruct students on the methods and techniques for crafting their video presentation. While the Subcommittee notes and appreciates the detailed information provided on pp. 19-20 of the syllabus about the project’s expected content and grading, they also observe that many students may not have any experience in making this kind of presentation, and may need some basic instruction on appropriate software, scriptwriting, videography, etc.
	3. *Recommendation:* The Subcommittee suggests that the department include in the syllabus (pg. 6) information about where students can purchase or procure the required textbooks.
	4. *Recommendation:* The Subcommittee recommends relocating the description of the Community Space Discussion Forum (p. 19) from the section of the syllabus labeled “Description of major course assignments”. Since this assignment is not graded, having it in the same section as the other graded discussion activities may be confusing for students.
	5. *Recommendation:* The Subcommittee recommends removing the note “50-word blurb” from pg. 1 of the syllabus.
	6. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement (syllabus, pp. 26-27), 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. Crocetta, Köhnlein; unanimously approved with *6 recommendations* (in italics above)*.*
3. ASL 4452 (new course requesting 100% DL)
	1. Comment: The Subcommittee was happy to have the opportunity to review this much-needed course, and they are excited to know that it will help to fill a need for ASL instructors here at Ohio State.
	2. **Contingency:** The Subcommittee asks that the unit state more explicitly in the course description (syllabus, pg.1 and curriculum.osu.edu under “General Information”) what is meant by “hidden” curriculum, and what topics will be covered under this umbrella so that students better understand the course’s purpose. The Subcommittee notes that further details will provide greater clarity for students about the goals and scope of the course.
	3. *Recommendation:* The Subcommittee suggests that the unit include in the course a requirement for face-to-face (Zoom, Teams, etc.) meetings with the instructor. As the purpose of this course is to prepare students to teach at the college level, some experience with these kinds of meetings (e.g. office hours) may be helpful, though the Subcommittee does recommend that instructor be as flexible as possible with the arrangements regarding times/days of the meetings, given the format of the course.
	4. *Recommendation:* The Subcommittee recommends that the unit include in the syllabus (p. 3) information on where students can purchase or procure the needed textbook.
	5. *Recommendation:* The Subcommittee suggests that the unit adjust the headings on the course schedule (syllabus pp. 12-17), as the black-on-grey color scheme is difficult to read and may not meet with the university’s accessibility standards.
	6. *Recommendation:* The Subcommittee recommends that the unit use the most recent version of the Student Life Disability Services Statement (syllabus, pp. 11-12), 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. Crocetta, Diles; unanimously approved with **one contingency** (in bold above), *four recommendations* (in italics above), and one comment.
4. History of Art 2007 (new course requesting GEN Foundations LVPA and REGD) (return)
	1. Comment: The Subcommittee would like to commend the department for their thoroughness and attention to detail while filling out the GEN Submission form. They appreciated that each ELO has multiple, specific activities/assessments listed, as this made the course easier to evaluate. They also appreciated the discussion questions that were included on the course schedule for each class meeting, as it makes the topics of each week more transparent for students.
	2. **Contingency:** On pp.1-5 of the syllabus, the Subcommittee asks that the department make the following adjustments regarding the listing of the goals and ELOs associated with GEN Foundations: Literary, Visual and Performing Arts & Race, Ethnicity and Gender Diversity categories:
		1. Per a [requirement of the ASC Curriculum Committee](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements), please include on the syllabus a student-friendly explanation of how this course, in particular, meets the goals and ELOs of the Literary, Visual, and Performing Arts GEN category. While the reviewers did note the paragraph located between the REGD goals/ELOs and the LVPA goals/ELO’s on pp. 4-5 of the syllabus, they observed that this paragraph is unchanged from the previous submission (when the course was seeking approval in three different GEN categories) and does not provide sufficient detail for the LVPA category. The department is welcome to respond to this request in any way they see fit, but the Subcommittee strongly recommends a separate short, student-friendly paragraph for each GEN category.
		2. The Subcommittee observed that the REGD Goals and ELOs are stated on p. 2 of the syllabus, and then stated again in the chart that follows on pp. 3-4. The LVPA Goals and ELOs, however, only appear in list form, and do not have the additional explanation afforded to the REGD ELOs in the chart. Again, while the department is welcome to respond to this feedback in any way they see fit (removing the chart, inserting a chart for LVPA, etc.) both categories should be treated in the same manner. In the interest of creating a more streamlined syllabus, the subcommittee *recommends* that the department consider simply listing the goals/ELOs for both categories and following that listing with the short paragraph mentioned above in item b.1.
	3. *Recommendation:*The Subcommittee recommends that the department include the required links within the Religious Accommodations Statement (syllabus pp. 7-8). They note that the link to the Office of Institutional Equity and the link to the list of holidays and observances (both near the end of the statement) must be included with the statement to fully comply with the law. The statement (with these links embedded) 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 observed that p. 8 of the syllabus seems to imply that there may be more than one midterm exam (“One midterm will….” and “Midterms will have two main components.”), while the course schedule (pp. 12-20) lists only one midterm. The Subcommittee recommends clarifying this for students.
	5. *Recommendation:* The Subcommittee suggests adding a brief chart or table to the syllabus displaying the course assignments and their percentages of the final course grade, thus making the breakdown clearer for students “at a glance”.
	6. *Recommendation:* The Subcommittee recommends that the department alter the language in the “Credit hours and work expectations” statement on p. of 1 of the syllabus, as this statement is intended for online asynchronous courses. Instead, the Subcommittee recommends the following language (or similar):

This is a **3-credit-hour course.** According to Ohio State policy, students should expect to spend around 3 hours per week in class, and around 6 hours per week on homework (reading and assignment preparation, for example) to receive a grade of (C) average.

* 1. *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).
	2. Diles, Köhnlein; unanimously approved with **one contingency** (in bold above), *five recommendations* (in italics above), and one comment.
1. History of Art 3060 (new course)
	1. Comment: The reviewing faculty offer the friendly suggestion that the [Kawsay Ukhunchay Collection](https://u.osu.edu/aaac/) of Andean and Amazonian Indigenous Art and Cultural Artifacts may provide an additional collection to visit on campus.
	2. **Contingency:** Changes to University policies recently (03-01-2024) necessitated that the Arts and Sciences Curriculum Committee update 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 the department for including this statement in the syllabus. Please note that the links at the bottom of the new statement (“Office of Institutional Equity” and “Policy: Religious Holidays, Holy Days, and Observances”) must be included with the statement to fully comply with the law.
	3. *Recommendation:* The Subcommittee asks that the department use the most recent version of the Student Life Disability Services Statement (syllabus, pg. 10), 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). Please note that the current statement also appears on pg. 8 of the syllabus and is labeled “Religious Accommodations” rather than “Disability Services”; this should also be corrected.
	4. *Recommendation:* The reviewing faculty recommend that the first page of the syllabus be altered to reflect the fact that the course is a 1 credit-hour course rather than a 4 credit-hour course.
	5. *Recommendation:* The Subcommittee recommends that the department alter the language in the “Credit hours and work expectations” statement on p. 2 of the syllabus, as this statement is intended for online asynchronous courses. Instead, the Subcommittee recommends the following language (or similar):

This is a **1-credit-hour course.** According to Ohio State policy, students should expect to spend around 1 hour per week in class, and around 2 hours per week on homework (reading and assignment preparation, for example) to receive a grade of (C) average.

* 1. *Recommendation:* The Subcommittee has two suggestions regarding the course’s Academic Integrity policies
		1. There are two different Academic Integrity statements in the syllabus, one on p. 5 and another on p. 7. The Subcommittee recommends putting all statements regarding Academic Integrity in one location on the syllabus to avoid student confusion.
		2. Given the dramatic increase in the number of Academic Misconduct cases referred to COAM in the last few years, the Subcommittee recommends reconsidering/rewording the suggestion that states “You are encouraged to ask a trusted person proofread your assignments before you turn them in, but no one else should revise or rewrite your work.”, as this statement could inadvertently be taken to mean that the proofreader *can* revise or rewrite a student’s work.
	2. Crocetta, Köhnlein, unanimously approved with **one contingency** (in bold above), *four recommendations* (in italics above), and one comment.
1. Revision to the Screenwriting Minor
	1. Crocetta, Diles; unanimously approved.
2. Revision to Minor in Entrepreneurship and Innovation (return)
	1. Comment: The Subcommittee thanks the unit for their careful and positive attention to the Subcommittee’s prior feedback.
	2. **Contingency:** The Subcommittee notes that the Boost Camp Pre-Accelerator course and the Boss Workshop Series course need to be created and approved by the offering college prior to being included on the minor. This may be resolved in one of two ways:
		1. The unit may re-submit the minor with those two options removed at present and add them as options at a later time. Please note that small changes like the addition of an option to a large “menu” of courses does not need to go through a full Subcommittee review. The proposers should work with their college’s curriculum office or curriculum coordinator for information about how to alter the minor. The Subcommittee does observe that this seems to be a cornerstone of the revised program, so if the unit chooses this option, they strongly encourage the unit to create these courses and have them added to the minor as quickly as possible.
		2. If these courses are already in the creation/approval process, the unit may delay re-submitting the minor revision to the College of Arts and Sciences until the courses have been fully approved by the University Registrar. If the unit chooses this option, the proposal should be revised to list these programs with their department/course number designation.
	3. *Recommendation*: Given the interest in revising this program as swiftly as possible, and the fact that students may want to move quickly through the coursework, it is essential for there to be a path through the program for all students. Many of the existing courses that satisfy the practicum requirement have significant pre-requisites, are associated with programs that have application processes, or strictly limit the number of students who participate. As such, the Subcommittee strongly recommends that the unit alter the pre-requisites for BUSADM 4510 (as stated in the table on pg. 4 of the proposal) prior to putting the minor revision into effect.
	4. *Recommendation:* The Subcommittee recommends removing the watermark from the proposal, as this should be a “final” proposal and not a draft.
	5. Diles, Crocetta; unanimously approved with **one contingency** (in bold above), *two recommendations* (in italics above) and one comment.
3. History 7902 (existing course requesting change of title, course description, and credit hours)
	1. Tabled for time