**ASCC Arts and Humanities Subcommittee 2**

Approved Minutes

Wednesday, October 9th, 2024 9:30AM – 11:00AM

CarmenZoom

**Attendees**: Bitters, Crocetta, Diles, Köhnlein, Mick, Neff, Vankeerbergen

**Agenda**

1. Approval 09-25-2024 minutes
	1. Diles, Crocetta; unanimously approved.
2. Theatre 5798.04 (new course) (tabled from last time)
	1. *Recommendation*: The Subcommittee believes that it would be advantageous for students to bring certain readings with them on the travel experience. With the extensive selection of required texts, the Subcommittee recommends clearly indicating which books are recommended for purchase than simply reserving at the library. Narrowing down the materials that would be beneficial for students to have access to during the trip will also help cater varying budgets and inform students on which books to invest in. [Syllabus p. 2]
	2. *Recommendation*: The Subcommittee recommends that the department incorporate the homework and response journal assignments into the course calendar so that students can reference the calendar for all due dates. [Syllabus pp. 11-16]
	3. *Recommendation*: The Subcommittee notes that the syllabus references an OSU standard grading scale and recommends that the department remove this, as the university does not have a standard grading scale. Additionally, the grading scale is unclear as to what earns a student the mark of E. It is currently stated that 0-59.9 earns a D and that less than 165 earns an E. The Subcommittee is confused as to what this means and recommends that the department clarify/correct this issue for students. [Syllabus p. 6]
	4. *Recommendation*: The Subcommittee recommends that the syllabus include additional information regarding the participation requirements. For example, how does a student missing class impact their grade and what if a student is ill and needs to miss class? [Syllabus p. 5]
	5. *Recommendation*: The Subcommittee recommends that the department use the most recent version of the university’s recently updated diversity statement if they wish to keep it in the syllabus. 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). [Syllabus pp. 8-9]
	6. *Recommendation*: 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](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements). [Syllabus p. 10]
	7. *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](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements). [Syllabus pp. 10-11]
	8. Diles, Crocetta; unanimously approved with *seven* *recommendations*.
3. Slavic 3310 (existing course with GEL VPA and Diversity—Global Studies; requesting GEN Foundation LVPA) (tabled from last time)
	1. Comment: The Subcommittee appreciates the level of detail presented in the syllabus and finds the course to be both exciting and engaging.
	2. Comment: The Subcommittee notes that the reference on the first page of the syllabus to this course as cross-listed with WGSS should be removed.
	3. *Recommendation*: The Subcommittee notes that the syllabus references an OSU standard grading scale and recommends that the department remove this, as the university does not have a standard grading scale. Additionally, the grading scale seem to be missing the mark of B as well as the percentage range 80-82.9, so the Subcommittee recommends adjusting the scale to include this information. [Syllabus p. 1]
	4. *Recommendation*: The Subcommittee recommends that the syllabus mention the approximate cost of the required texts so that students can budget appropriately. [Syllabus p. 2]
	5. *Recommendation*: The Subcommittee recommends that the department use the most recent version of the university’s recently updated diversity statement if they wish to keep it in the syllabus. 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). [Syllabus p. 7]
	6. Diles, Crocetta; unanimously approved with two comments and *three* *recommendations*.
4. German, Slavic, and South Asian Studies 3456 (new triple-listed courses requesting GEN Theme Citizenship for a Diverse and Just World with Interdisciplinary and Integrated Collaborative Teaching High-Impact Practice) (tabled from last time)
	1. **Contingency**: The Subcommittee notes that the credit hour expectation statements mentions that the course will require 9 credit hours of engagement rather than 12, which is what is required of a 4-credit course (syllabus p. 5). The Subcommittee is unsure if this is a simple mistake left over from a statement copied from a 3-credit course or if the departments have planned the course for the incorrect number of credit hours. Due to this uncertainty, the Subcommittee requests that the departments clarify the asynchronous component of the course. The expectation is that 80 minutes of regular substantive interaction (RSI; defined by the ASC Office of Distance Education [here](https://ascode.osu.edu/resources/course-design-strategies/regular-substantive-interaction-rsi-guidance)) be provided in the asynchronous sessions in addition to the 80 minutes of the in-person lecture/panel sessions held on Wednesdays and the 55 minute breakout groups on Friday. It is also important to remember that the 80 minutes of asynchronous teaching will also need to be complemented by the appropriate amount of out-of-class work (like for the in-person portions of the course). Given that the course is 4 credit hours, it is anticipated that the volume of homework should be roughly double that of the RSI which would bring the weekly credit hour expectation to 12. The Subcommittee asks that this be laid out in the syllabi to determine whether the workload has been adequately factored into the design of the course. The Subcommittee adds that addressing this now will help facilitate a smoother review process when the course is presented to the Themes Subcommittee for review as a GEN Theme course with HIP.
	2. *Recommendation*: The Subcommittee notes that the syllabi mention breakout groups in reference to the small groups in which students will conduct discussion and recommends that the syllabi clarify that these groups will convene in person, as students are quick to associate the term “breakout” with the Zoom feature. [Syllabi p. 4]
	3. *Recommendation*: The Subcommittee recommends that the top of the first page of the syllabus indicate that the Wednesday sessions are lecture/panel sessions and Friday sessions are the discussion groups.
	4. *Recommendation*: The Subcommittee recommends that the department use the most recent version of the university’s recently updated diversity statement if they wish to keep it in the syllabus. 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). [Syllabi pp. 13-14]
	5. *Recommendation*: The Subcommittee recommends 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. Please feel free to copy and paste this link into the statement directly from the Subcommittee’s feedback. Otherwise, the full statement with the link 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). [Syllabi p. 16]
	6. Crocetta, Diles; unanimously approved with **one** **contingency** and *four* *recommendations*.
5. French 3804 (new course requesting 100% DL & GEN Theme Traditions, Cultures, and Transformations) (tabled from last time)
	1. **Contingency**: The Subcommittee requests that the department more clearly lay out in the syllabus how the course meets the credit hours requirements of 9 weekly hours of engagement in terms of lectures and assigned homework/materials. The Subcommittee is not necessarily suggesting that there is an insufficient amount of engagement, rather they are struggling to make this judgement from the current state of the syllabus. The Subcommittee notes the additional details provided in the distance approval cover sheet and asks that the same level of detail be included and broken down in the syllabus to give a better understanding of the regular substantive interaction (RSI; defined by the ASC Office of Distance Education [here](https://ascode.osu.edu/resources/course-design-strategies/regular-substantive-interaction-rsi-guidance)) applied in the course.
	2. *Recommendation*: The Subcommittee recommends that the department allow for the small group meetings to occur during the established class time, as students taking distance courses are not required to be available to meet for additional time outside of class. This feedback is friendly advice based on the experience of the reviewing faculty with distance classes. Additionally, regarding the small group meetings, the Subcommittee recommends that further instruction be provided to students concerning how to record, save, and upload a Zoom meeting. [Syllabus p. 6; 11]
	3. *Recommendation*: The Subcommittee recommends that the syllabus include a trigger warning or statement regarding the possibly sensitive nature of the course content.
	4. *Recommendation*: The Subcommittee recommends that the participation requirements in the syllabus be listed in bullet points rather than written in narrative form so that students can absorb the information more easily. [Syllabus pp. 6-7]
	5. *Recommendation*: The Subcommittee recommends that each major course assignment in the description section of the syllabus be bolded so they do not blend together and are more reader-friendly. [Syllabus pp. 10-11]
	6. *Recommendation*: The Subcommittee recommends that the department use the most recent version of the university’s recently updated diversity statement if they wish to keep it in the syllabus. 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). [Syllabus p. 14]
	7. *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](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements). [Syllabus p. 15]
	8. Crocetta, Diles; unanimously approved with **one** **contingency** and *six* *recommendations*.
6. Theatre 4500 (new course requesting GEN Theme Lived Environments with Research and Creative Inquiry High-Impact Practice)
	1. Tabled.
7. History 7910 (course change; content change)
	1. Tabled.
8. Philosophy 2456 (existing course with GEN Theme Health and Wellbeing; requesting 100% DL delivery)
	1. Tabled.