**ASCC Arts and Humanities Subcommittee 2**

Approved Minutes

Wednesday, November 6th, 2024 9:30 – 11:00 AM

CarmenZoom

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

**Agenda**

1. Approval of 10-09-2024 minutes
	1. Crocetta, Diles; approved with one abstention.
2. Approval of 10-23-2024 minutes
	1. Köhnlein, Crocetta; approved with one abstention.
3. Art Education 5797.04 (new course) (tabled from last time)
	1. The Subcommittee extends their appreciation to the department for their work on this proposal and understands the time constraints for the course to be offered in SU25. They look forward to re-evaluating the course as soon as the department is able to address the feedback below.
	2. The Subcommittee asks that the department contact the Department of History of Art to obtain a concurrence for this course. Furthermore, the Subcommittee recommends that the department make the Knowlton School of Architecture aware of the program, as it may be of interest to some of their students.
	3. The Subcommittee requests that the department provide additional information regarding **all** of the course’s assignments, with special attention to the following:
		1. The Subcommittee asks that the department specify the length and format (presentation, paper, multi-media project, etc.) of the final project.
		2. Given the brief timeframe of the course, the Subcommittee asks that the department give more information on how the pacing of the “Critical Museum Visitor Analysis” paper will be addressed, especially considering the time abroad and the short time between students’ return and the end of the course. They also ask that the assignment description and the course calendar note the due date for this assignment so that the subcommittee has better idea of the amount of work students will be doing for this section of the course.
	4. The Subcommittee asks that the department provide a clearer picture of the instructional time in the course, with special attention to the following:
		1. The Subcommittee asks that the department clarify on the syllabus and the Credit Hour Rationale the planned term length for the course. The syllabus (p. 1) indicates only the 10 proposed travel days, while the Course Schedule (pp. 9-11) outlines the plan for Weeks 1 & 2 as well as the 10 days of travel and one final day in Columbus; finally, the Credit Hour Rationale outlines a plan for 6 weeks, including 4 weeks “pre-trip”.
		2. The Subcommittee requests that the department detail on the syllabus the days/times for the pre-trip class meetings, as they are unsure how many days/week the class will meet during these times.
		3. The Subcommittee asks that the department work with Assistant Dean Bernadette Vankeerbergen to revise the Credit Hour Rationale document, as the current materials are unclear and do not give the Subcommittee a straightforward picture of the days/times of the different types of instruction, especially in regard to the pre-trip class meetings.
	5. The Subcommittee notes that the syllabus requires students to use software applications (Slack, WeChat, and museum-specific applications) that may not be approved by the university. The Subcommittee strongly recommends that the department reach out to the ASC Office of Distance Education for guidance on this matter. If an instructor chooses to require software that is not properly vetted, it may put them and their students at risk, thus creating liability for the university and the instructor, who may be personally responsible for any issues that arise.
	6. The Subcommittee asks that the department use the most recent version of the Student Life Disability Services Statement (syllabus, p. 5), 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. The Subcommittee recommends that the department use the most recent version of the Mental Health Statement (syllabus, pp. 5-6), 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)
	8. The Subcommittee recommends that the department update the Title IX statement (syllabus p. 6), as Kellie Brennan no longer works for the university. An 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. Assuming that all iterations of the course will include both France and Great Britain on the study tour, he Subcommittee suggests that the course title and course description in curriculum.osu.edu include Paris, as advertising this program as multi-country experience may attract additional students and better reflect the subject matter of the course.
	10. The Subcommittee declined to vote on the course at this time.
4. Philosophy 1420 (existing course with GEN Foundation REGD; requesting 100% DL delivery) (table from last time)
	1. *Recommendation:* The Subcommittee recommends that the department provide information on the syllabus about the approximate length of the weekly video lectures, so that students can appropriately plan to devote the necessary time to this aspect of the course.
	2. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement (syllabus, p. 20), 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).
	3. *Recommendation:* The Subcommittee recommends that the department make active the required links within the Religious Accommodations Statement (syllabus pp. 21-22). 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. Comment: While they are appreciative of the benefits of group work for both pedagogy and community building, the Subcommittee would like to pass on their concerns about “group work” in an online asynchronous course. Committee members who have taught in this setting have found it difficult for students and instructors to construct groups that have common meeting times available. They also note that this may be more difficult in the summer semester (which, as the proposal notes, is the impetus for this request) when students may be located in different time zones all over the globe.
	5. Köhnlein, Diles; approved with *three recommendations* (in italics above) and one comment.
5. Russian 5011 (new course)
	1. Comment: The Subcommittee offers a friendly reminder to the department that a curriculum map need only be submitted for new courses that could count toward the unit’s major(s). From the statement on p. 1 of the syllabus (“It [Russian 5011] does not contribute to the credit hours of the major’s language electives.”), the Subcommittee assumes that this course will *not* count toward the unit’s major(s). If this is correct, the curriculum map need not be re-submitted with the revision; if this is incorrect, the curriculum map should be amended to include Russian 5011 and re-submitted with the revised materials.
	2. **Contingency:** The Subcommittee asks that the department complete the third course goal in curriculum.osu.edu under “Course Details: Course Goals and Learning Objectives”, as it is currently a fragment.
	3. **Contingency:** The Subcommittee requests that the department reconcile/clarify the credit hours for the course. In curriculum.osu.edu under “General Information: Semester Credit Hours/Units”, the course is listed as a 3 CH course, but the syllabus seems to indicate a 1 CH course.
	4. **Contingency:** The Subcommittee asks that the department reconcile/clarify the grading scheme for the course. In curriculum.osu.edu under “Offering Information: Grading Basis” it is indicated that the course will have letter grades, but the syllabus (p. 2 under “How This Course Works”) indicates that students will be evaluated on a Pass/Fail basis. Furthermore, if the department does *not* intend to assign letter grades, the syllabus should say that the course is being graded “Satisfactory/Unsatisfactory” rather than “Pass/Fail”, as “Pass/Fail” has a different meaning at the university.
	5. **Contingency:** The Subcommittee asks that the department remove the reference to “the filing of an absence report” (syllabus, p. 5), as Ohio State does not have such a form/report, and the mention of such a report may confuse students. Additionally, the Subcommittee notes that the department may wish to re-consider the course’s attendance policy in light of the communication sent to instructors from the Office of Academic Affairs at the beginning of AU24, which encouraged instructors to refrain from asking students for a doctor’s excuse.
	6. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement (syllabus, pp. 8-9), 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 recommends that the department use the most recent version of the Diversity Statement (syllabus, pp. 7-8), which was updated in August 2024 to include additional protected groups. 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. Crocetta, Diles; approved with **four contingencies** (in bold above), *two recommendations* (in italics above), and one comment.
6. WGSS 2001 (new course requesting 100% DL)
	1. **Contingency:** The Subcommittee asks that the department obtain a concurrence from the College of Education and Human Ecology for this course.
	2. **Contingency:** The Subcommittee asks that the department revise the course ELOs in curriculum.osu.edu (under Course Details: Course goals or learning objectives/outcomes) and on the syllabus (p. 3 under “Course Expected Learning Outcomes”), as the current course ELOs are taken from the GEN Theme: Health and Wellbeing goals and ELOs, and this course is not a part of that GEN category.
	3. **Contingency:** As the submission included a curriculum map, the Subcommittee assumes that this course (as well as WGSS 2002 and 2003) will count toward the major and requests a cover letter that explains the function of these courses in the WGSS undergraduate curriculum. Given that all other major courses are 3 credit hours and the major requires 30 credit hours, will students be encouraged to take all three courses (in lieu of another 3 credit-hour course)?
	4. **Contingency:** If the courses are *not* to be included in the major, the Subcommittee requests that the department revise their curriculum map to exclude those courses.The Subcommittee offers a friendly reminder to the department that a curriculum map should only include courses that may count towards the unit’s major(s).

Note: Any future submissions for courses that are ***not*** eligible to count toward the major need not include the department’s curriculum map as a part of the submission. However, ***in this case***, the committee asks that the curriculum map be re-submitted given the concerns above.

* 1. *Recommendation:* The Subcommittee recommends that the department re-consider the course title, as it may imply to students that the course’s purpose is to train health and sex educators who intend to teach at the K-12 level.
	2. *Recommendation:*  The Subcommittee recommends that the department use the most recent version of the Diversity Statement (syllabus, pg. 15), which was updated in August 2024 to include additional protected groups. 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).
	3. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement (syllabus, pg. 16-17), 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. Comment: The Subcommittee offers the friendly suggestion that the department consider adding a trigger warning to the syllabus given the nature of several of the course topics.
	5. Comment: The Subcommittee observed that the format of the chart combined with the large font size made the course schedule (pg. 18-35) difficult to read and comprehend.
	6. Comment: While they are appreciative of the benefits of group work for both pedagogy and community building, the Subcommittee would like to pass on their concerns about “group work” in an online asynchronous course. Committee members who have taught in this setting have found it difficult for students and instructors to construct groups that have common meeting times available.
	7. Crocetta, Köhnlein; approved with **four contingencies** (in bold above), *three recommendations* (in italics above), and three comments.
1. WGSS 2002 (new course requestion 100% DL)
	1. The Subcommittee asks that the department reach out to the ASC Center for Career and Professional Success about possible overlap with their course offerings and speak with them about the course requirement to use their resume review services. The Subcommittee asks that any communications between the department and the Center be shared as a part of the revised course proposal.
	2. The Subcommittee requests that the department correct the credit hours/work expectations statement on p. 3 of the syllabus. As a 1 credit hour 7-week course, the statement should read as follows:

This is a **1-credit-hour, 7-week course**. According to Ohio State policy ([go.osu.edu/credithours](http://go.osu.edu/credithours)), students should expect around 6 hours of engagement with the class (including approx. 2 hours of regular and substantive interaction with the instructor) each week to receive a grade of (C) average. Actual hours spent will vary by student learning habits and the assignments each week.

* 1. As a 1-credit hour, 7-week distance learning course, WGSS 2202 should be designed such that students have approx. 2 hours per week of regular and substantive interaction ([RSI](https://ascode.osu.edu/resources/course-design-strategies/regular-substantive-interaction-rsi-guidance)) with their instructor. The Subcommittee understands that the 55 minutes of synchronous weekly class meetings contribute to this, but they ask that the department provide a clearer delineation on the syllabus between RSI activities and activities that students will complete on their own (i.e. homework).
	2. The Subcommittee requests that the department clarify whether the synchronous class meetings are required and whether the course is intended to be synchronous or asynchronous; pp. 1 & 2 of the syllabus label the course as “synchronous” and say that students are required to attend, while p. 3 says that “all live, scheduled events for the course, including my office hours, are optional.”, and the Distance Approval Cover Sheet (p. 3) notes “no synchronous sections, all asynchronous”.
	3. As the submission included a curriculum map, the Subcommittee assumes that this course (as well as WGSS 2001 and 2003) will count toward the major and requests a cover letter that explains the function of these courses in the WGSS undergraduate curriculum. Given that all other major courses are 3 credit hours and the major requires 30 credit hours, will students be encouraged to take all three courses (in lieu of another 3 credit-hour course)?
	4. If the courses are *not* to be included in the major, the Subcommittee requests that the department revise their curriculum map to exclude those courses.The Subcommittee offers a friendly reminder to the department that a curriculum map should only include courses that may count towards the unit’s major(s).

Note: Any future submissions for courses that are ***not*** eligible to count toward the major need not include the department’s curriculum map as a part of the submission. However, ***in this case***, the committee asks that the curriculum map be re-submitted given the concerns above.

* 1. The Subcommittee recommends that the department consider asking students to use Handshake rather than Workday (syllabus p. 10) to find job openings, as Workday will only allow students to find on-campus employment opportunities.
	2. The Subcommittee observed that the format of the chart combined with the large font size made the course schedule (pp. 16-35) difficult to read and comprehend.
	3. The Subcommittee declined to vote on the course at this time.
1. WGSS 2003 (new course)
	1. **Contingency:** The Subcommittee ask that the department remove from the syllabus any artifacts that imply distance learning, including the references to “synchronous” learning (as on p. 1) and synchronous lectures and weekly modules (as on pp. 2-3 and elsewhere). They note that referring to an in-person class with this type of terminology can be confusing for students, as they associate this type of vocabulary with the distance learning format.
	2. **Contingency:** The Subcommittee requests that the department correct the credit hours/work expectations statement on p. 3 of the syllabus. As a 1 credit hour, 7-week course, the statement should read as follows:

This is a 1-credit-hour, 7-week course. According to Ohio State policy ([go.osu.edu/credithours),](file:///%5C%5CASC-FILES.asc.ohio-state.edu%5Cdepartments%5CCAS%5CCurricofc%5CASCC%20Subcommittees%5CA%26H2%5C2024-2025%5C11-06-2024%5Cgo.osu.edu%5Ccredithours) one credit hour shall be assigned for every 6 hours of engagement with the class (including approx. 2 hours in class) required to earn the average grade of "C" in this course.

* 1. **Contingency:**  The Subcommittee asks that the department include in the syllabus clear information about how often and for how long the course will meet.
	2. **Contingency:** As the submission included a curriculum map, the Subcommittee assumes that this course (as well as WGSS 2001 and 2002) will count toward the major and requests a cover letter that explains the function of these courses in the WGSS undergraduate curriculum. Given that all other major courses are 3 credit hours and the major requires 30 credit hours, will students be encouraged to take all three courses (in lieu of another 3 credit-hour course)?
	3. **Contingency:** If the courses are *not* to be included in the major, the Subcommittee requests that the department revise their curriculum map to exclude those courses.The Subcommittee offers a friendly reminder to the department that a curriculum map should only include courses that may count towards the unit’s major(s).

Note: Any future submissions for courses that are ***not*** eligible to count toward the major need not include the department’s curriculum map as a part of the submission. However, ***in this case***, the committee asks that the curriculum map be re-submitted given the concerns above.

* 1. *Recommendation:* The Subcommittee recommends that the department provide additional information for students on the syllabus (pp. 5-7) regarding assignments, with particular attention to the following:
		1. The Subcommittee suggests that students be provided with additional guidance on the nature of the reflective papers, including whether there will be a prompt, how these should be organized, etc.
		2. The Subcommittee recommends that the department provide additional information about the midterm and final project, including how the midterm presentation will serve as “scaffolding” for the final project and the expected length of final project.
	2. *Recommendation:* The Subcommittee suggests that the department alter the title in the course catalog (curriculum.osu.edu under “General Information: Course Title”) to read “...Field of WGSS” instead of “…Field of WGSST” as the former may be more recognizable to students and is consistent with the Course Description.
	3. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Diversity Statement (syllabus, pg. 11), which was updated in August 2024 to include additional protected groups. 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. Koehnlein, Diles; approved with **five contingencies** (in bold above) and *three recommendations* (in italics above).