**ASCC Arts and Humanities I Subcommittee**

Approved Minutes

Tuesday, January 28th, 2025 11:30AM – 1:00PM

CarmenZoom

**Attendees:** Beecher, Bitters, Dugdale, Hedgecoth, Hilty, Troyan, Vankeerbergen

1. Approval of 01/14/2025 Minutes
	* Hedgecoth, Beecher, **unanimously approved**
2. Music 2473 (new course)
	* *The Subcommittee recommends that the course instructor remember to choose the correct amount of contact hours per week (such as for twice a week for 80 minutes or three times a week for 55 minutes) when the course is offered.*
	* *The Subcommittee recommends moving the course calendar to come after all course policies, procedures, and information.*
	* *The Subcommittee recommends finding an alternative way to assess the Reading and Discussion Assignments, as it appears this assignment is being assessed primarily through participation. However, there is already a section of the course grading a student’s attendance and participation.*
	* *The Subcommittee recommends clarifying in the attendance policy (page 1 of the syllabus) what is classified as an unexcused absence and the penalty students can expect should they exceed the allowable number of absences.*
	* Beecher, Troyan, **approved** with **one abstention** with *four recommendations* (in italics above
3. Music 2475 (new course)
	* *The Subcommittee recommends moving the course calendar to come after all course policies, procedures, and information.*
	* *The Subcommittee recommends finding an alternative way to assess the Reading and Discussion Assignments, as it appears this assignment is being assessed primarily through participation. However, there is already a section of the course grading a student’s attendance and participation.*
	* *The Subcommittee recommends clarifying in the attendance policy (page 1 of the syllabus) what is classified as an unexcused absence and the penalty students can expect should they exceed the allowable number of absences.*
	* *The Subcommittee recommends reconfiguring the grade breakdown (page 15 of the syllabus), as the total percentage equals 120 and not 100.*
	* Beecher, Troyan, **approved** with **one abstention** with *four recommendations* (in italics above)
4. Music 3580 (new course)
	* *The Subcommittee recommends updating the course title from “Internship Preparation” to “Clinical Internship Preparation” to better inform students on the purpose of the course.*
	* *The Subcommittee recommends updating the confidentiality statement (page 2 of the syllabus) to include information on how students should be expected to maintain anonymity of client/patient information.*
	* *The Subcommittee recommends updating course learning outcome number 6 to be some form of reflecting upon self-care practices, as it may be difficult to assess how students will demonstrate self-care practices.*
	* *The Subcommittee recommends clarifying in the attendance policy (page 1 of the syllabus) what is classified as an unexcused absence and the penalty students can expect should they exceed the allowable number of absences.*
	* *The Subcommittee recommends moving the course calendar to come after all course policies, procedures, and information.*
	* Beecher, Troyan, **approved** with **one abstention** with *five recommendations* (in italics above)