**ASCC Arts and Humanities Subcommittee 2**

Approved Minutes

Friday, March 28th, 2025 Zoom

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

**Agenda**

1. Approval of 02-21-2025 and 03-03-2025 minutes
   1. Crocetta, Diles; unanimously approved.
2. History 3210 (existing course with GEL Historical Study & GEN Foundation Historical and Cultural Studies; requesting 100% DL)
   1. *Recommendation:* The Subcommittee recommends including information in the syllabus (p. 7 under “Textbooks”) about where students can or should purchase the required texts.
   2. *Recommendation:* The Subcommittee suggests that the department consider using a term such as “online participation” or “completion of knowledge checks” to refer to the attendance portion of the grade, as using a term like “attendance” in an asynchronous online course (syllabus p. 5, 6, 9, 10 etc.) may be confusing for students.
   3. *Recommendation:* Due to the recent closure of the Student Life Center for Belonging and Social Change (formerly the Multi-Cultural Center), the subcommittee recommends removing the link to their website from the syllabus (p. 16 under “Land acknowledgement”). Should you wish to refer students to further information about such a statement, you may consider linking to the information on the [Newark Earthworks Center website](https://earthworks.osu.edu/land).
   4. *Recommendation:* Due to the recent re-naming of the Office of Institutional Equity, the Subcommittee suggests editing the text and link in the university’s Religious Accommodations Statement. A corrected statement (with the new link and new office name) can be found on the [ASCCAS website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements).
   5. Crocetta, Diles; unanimously approved with *4 recommendations* (in italics above).
3. Dance 7406 (existing course requesting 100% DL)
   1. Note: The Subcommittee observes that the in-person syllabus (which was submitted for comparison purposes) shows the course meeting for 2 hours and 50 minutes once/week, implying that the course is 3 CH. The Subcommittee offers the friendly reminder to the department that this course is a “fixed” 4-credit hour course, and as such, may only be offered for 4 CH regardless of the mode of delivery.
   2. The Subcommittee requests that the department use the required Distance Learning Syllabus Template. While they acknowledge that the course designer may have used this initially, the many alterations have resulted in a confusing structure and the duplication of statements. For example, the submitted syllabus contains two different Religious Accommodations Statements (p. 5 and p. 13) and two different Academic Misconduct/Academic Integrity statements (pp. 5-6 and pp 10-11). The most up-to-date version of the DL Syllabus Template can be found on the [ASCCAS website.](https://asccas.osu.edu/submission/development/submission-materials/distance-courses)
   3. The Subcommittee asks that the department provide further information regarding the synchronous student reading groups in the syllabus; this information should include answers to the following:
      1. What activities will students be engaged in during this time? Will they be discussing the readings, reading the articles collaboratively or engaging in other activities?
      2. Will the instructor be present during this hour? If so, how often? How many groups will there be? The Subcommittee notes that some level of instructor presence may be required for the reading groups to be considered a part of the instructor’s regular and substantive interactions with students in an online setting.
      3. How will students be assessed on the activities in the reading groups? Will attendance be taken? Are the Reading Responses described on p. 8 and 9 of the syllabus associated with the reading groups, or will students complete that activity on their own?
   4. The Subcommittee asks that the department provide further clarification regarding the use of the term “discussion” in the syllabus. There seem to be several requirements that center around this word, including preparedness for general class conversations (p. 2), “online discussions” (p. 3), facilitation/leadership of in-class discussions (p. 3), “asynchronous discussions” (p. 9), etc. It is unclear to the faculty reviewers (and thus will likely be unclear to students) which of these activities are associated with one another, or how they are separate. For example, will the assigned discussion leadership be part of the 3-hour synchronous meeting or the reading group? Are “asynchronous discussions” the same as “online discussions”? Additionally, they are unclear as to the intended content requirements for the Carmen/online/asynchronous discussion posts and ask that this be further clarified in the syllabus.
   5. The Subcommittee recommends designating the course as “synchronous” rather than “fully online” (syllabus, p. 1, heading), as “fully online” may refer to either a synchronous or asynchronous course.
   6. The Subcommittee recommends that the department consider placing copies of the course texts on reserve in the library due to the cost associated with students purchasing large numbers of texts and the competition for borrowing that this can cause.
   7. The Subcommittee declined to vote on the course at this time.
4. History 3678 (new course)
   1. The Subcommittee asks that the department complete the steps for [review as a Distance Learning course](https://asccas.osu.edu/submission/development/submission-materials/distance-courses) prior to the Subcommittee’s review of History 3678. They note that all ASC courses that are at least 75% online must be reviewed for DL per [the Arts and Sciences Curriculum and Assessment Operations Manuel](https://asccas.osu.edu/submission/development/submission-materials/asc-operations-manual). Even though the information in curriculum.osu.edu states that the course will only be offered “Less than 50% at a distance”, statements on the syllabus (p.1, p. 2) and the format of the course suggest that this will be a Distance Enhanced (75%-99% online) course. In addition to “most of the Tuesday and Thursday class sessions [being] held synchronously online on Zoom” (syllabus, p.2), the Subcommittee believes that the intention to include students from all campuses in this experience means that many students will engage with the course in a 100% DL format, thus necessitating a Distance Learning review.
   2. Though they cannot officially review the course until the DL review is completed, the Subcommittee offers the following feedback to aid the department in preparing the course for a second submission:
      1. The Subcommittee notes that the current grade structure (syllabus p. 5) will allow students to opt out of the final project entirely and still earn a B+ for the course; similarly, a student could opt out of both the final and the midterm projects and still earn a C+. Since these are presumably summative assessments, the Subcommittee observes that the department may wish to include a clause that completion of all major assignments is required to earn a passing grade in the course.
      2. The Subcommittee recommends using the most up-to-date versions (complete with appropriate links) of the syllabus statements on mental health and religious accommodations for the appropriate campus of offering; these statements can be found on [ASCCAS website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements) (for Columbus campus) and the [Office of Undergraduate Education website](https://ugeducation.osu.edu/recommended-syllabus-statements-and-policies) (for the regional campuses). Additionally, they recommend removing information specific to COVID-19 from the syllabus.
   3. The Subcommittee declined to vote on the course at this time.
5. Classics 3230 (new course requesting GEN Theme Migration, Mobility, and Immobility)
   1. *Recommendation:* The Subcommittee recommends providing information in the syllabus (p. 6) about where students can purchase/obtain textbooks.
   2. *Recommendation:* The Subcommittee suggests removing the reference to online instruction (syllabus, p. 4, “How This Online Course Works”) as this is an in-person course.
   3. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement (syllabus, pg. 13), 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 use the most recent version of the Diversity Statement (syllabus, pg. 11), 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).
   5. *Recommendation:* The Subcommittee recommends that the department remove one of the descriptions of major assignments from the syllabus, as these appear twice (p. 4, p. 8) and this may be confusing for students.
   6. *Recommendation:* The Subcommittee recommends including page numbers for all readings on the Course Schedule (syllabus p. 14-16) so that students may appropriately plan their time.
   7. Crocetta, Diles; approved with *six recommendations* (in italics above).
6. Slavic 3370 (new course requesting GEN Theme Lived Environments **with Global and Intercultural Learning: Abroad, Away, or Virtual HIP**)
   1. Comment: The Subcommittee notes that the course has a number of low-stakes assignments; while they understand the pedagogical reasons behind this, they wonder if there might be a clearer or simpler way to present this to students on p. 9-12 of the syllabus.
   2. *Recommendation:* The Subcommittee recommends providing information in the syllabus (p. 7) about where students can acquire the textbooks and other needed materials, and/or noting that certain materials will be available on Carmen.
   3. *Recommendation:* Due to the recent re-naming of the Office of Institutional Equity, the Subcommittee suggests editing the text and link in the university’s Religious Accommodations Statement. A corrected statement (with the new link and new office name) can be found on the [ASCCAS website](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements).
   4. Crocetta, Diles; unanimously approved with one comment and *two recommendations* (in italics above).