**ASCC Arts and Humanities Subcommittee 2**

Approved Minutes

Friday, April 11th, 2025 Zoom

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

**Agenda**

1. Approval of 3-28-25 minutes
   1. Köhnlein, Diles; unanimously approved.
2. Philosophy 2390 (existing course with GEN Theme Citizenship for a Diverse and Just World; requesting 100% DL)
   1. The Subcommittee observed that, in the DL syllabus (p. 6, 9), three multiple-choice and short answer exams are replacing the two/three papers from the in-person syllabus that was submitted with this proposal for comparative purposes (p. 4). While they understand that the original submission of the in-person version of Philosophy 2390 (approved 01-27-2023) was approved with these same exams, they believe that the papers described in the current in-person syllabus are far more appropriate for an advanced critical thinking course that focuses on synthesizing student learning from a variety of experiences. Furthermore, they note that p.2 of the in-person syllabus submitted with this proposal, the papers and essay exams are named as the primary vehicle for students’ achievement of the GEN category’s 1st goal and attendant ELOs. While the Subcommittee strongly encourages that the department revert to the essay/paper format, should the department choose to move forward with the exam format, the Subcommittee asks that the department provide a brief explanation regarding why the department made that decision.
   2. Should the department choose to retain the exam format (see feedback item 1 above), the Subcommittee asks that the department provide additional information (DL Syllabus, p. 9) about how the exams will take place during the regular class time online.
   3. The Subcommittee recommends that the department specify on p. 5 of the syllabus (under “Credit Hours and Work Expectations”) that students should expect to spend approx. 3 hours per week in synchronous class meetings (2x/week for 80 minutes) and 6 hours per week on other work (homework, assignments, studying, etc.) to receive a grade of (C) average.
   4. The Subcommittee suggests that the heading on p. 1 of the syllabus say “Online, synchronous” rather than simply “online” so that the format of the course is clearer to students.
   5. The Subcommittee recommends that the department amend the Title IX Statement (DL Syllabus, pp. 10-11), as the web address for Title IX resources has changed. An updated version of the statement with the correct link/address is available on the [ASCCAS website.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)
   6. The Subcommittee suggests that the department use the most recent version of the university’s Diversity Statement (DL Syllabus, p. 11). An updated version of the statement is available on the [ASCCAS website.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)
   7. The Subcommittee recommends that the department amend the Land Acknowledgement (DL Syllabus, p. 11), as the Center for Belong and Social Change (formerly the Multicultural Center) has been closed.
   8. The Subcommittee suggests that the department amend the Religious Accommodations Statement (DL Syllabus, pp. 12-13), as students should now be referred to the Civil Rights Compliance Office rather than the Office of Institutional Equity, which has been closed. An updated version of the statement with the correct link/address is available on the [ASCCAS website.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)
   9. The Subcommittee declined to vote on the course at this time.
3. Ethnic Studies 2625 (new course requesting GEN Foundation Race, Ethnicity, and Gender Diversity)
   1. *Recommendation:* The Subcommittee recommends that the center include in the heading (syllabus, p. 1) the assigned number of the credit hours for the course, the instructor’s office hours, and the mode of delivery (in-person, hybrid, synchronous online, asynchronous online, etc.).
   2. *Recommendation:* The Subcommittee recommends that the center provide a more detailed explanation of how students’ participation will be assessed and graded, as this is a significant part of students’ final grade for the course.
   3. *Recommendation:* The Subcommittee recommends that the center provide a very brief table that shows a breakdown of the percentage of the grade attached to each assessment, so that students can more easily find that information.
   4. *Recommendation:* The Subcommittee recommends that the center add to the Course Schedule (syllabus, pp. 8-11) time to discuss and show examples of zines and teach students about the process of creating a zine, as the reviewing faculty note that many students may be unfamiliar with this media.
   5. *Recommendation:* The Subcommittee recommends removing all references to COVID-19 in the syllabus (pp. 3-4 under “attendance policy”).
   6. *Recommendation:* The Subcommittee suggests that the center amend the Religious Accommodations Statement (syllabus, pp. 4-5), as students should now be referred to the Civil Rights Compliance Office rather than the Office of Institutional Equity, which has been closed. An updated version of the statement with the correct link/address is available on the [ASCCAS website.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)
   7. *Recommendation:* The Subcommittee recommends that the center amend the Title IX Statement (Syllabus, p. 5), as the web address for Title IX resources has changed. An updated version of the statement with the correct link/address is available on the [ASCCAS website.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)
   8. *Recommendation:* The Subcommittee suggests that the center make the following amendments to the course’s Grading Scale:
      1. Neither the college nor the university have an official grading scale; it is recommended that this language be removed from the syllabus.
      2. The grade of “F” is not an option at Ohio State; students who fail a course are assigned a grade of “E”.
      3. The grade of D+ is missing from the grading scale. If the instructor does not wish to assign this grade, it may be omitted. However, should this be the case, it is suggested that the syllabus note that this is a purposeful omission by the instructor.
      4. The numerical percentage range for a “D” currently reads “60-60” rather than the (likely) intended 60-69.
   9. Köhnlein, Diles; approved with *eight recommendations* (in italics above).
4. AAAS 4620 (new course requesting GEN Theme Citizenship for a Diverse and Just World)
   1. **Contingency:** The Subcommittee asks that the department provide a clearer explanation of all course assignments. While they appreciate that the narrative explanation on p. 2 of the syllabus explains the connections between the assignments and their service toward the course’s larger goals, it is difficult for students to understand what they must do for each assignment and how they will be assessed, especially regarding participation and the reading notes.
   2. **Contingency:** The Subcommittee requests that the department remove the Final Examination Review and Final Examination from the syllabus (p. 6 under “Week 15”), as this course does not include a final examination in the grading breakdown.
   3. **Contingency:** The Subcommittee asks that the department include on the syllabus information about the format of the course (in-person) and how often (2x/week, 3x/week) and how long (80 minutes, 55 minutes) the course will meet.
   4. **Contingency:** The Subcommittee asks that the department include in the syllabus (pp. 3-4) the correct goals and ELOS for the GEN Theme: Citizenship for a Diverse and Just World category. Currently goals 1 and 2 (and their attendant ELOs) are listed twice with slightly different wording. A complete and accurate listing of the Goals and ELOs for all GEN and GEL categories is available on the [ASC Curriculum and Assessment Services website](https://asccas.osu.edu/general-education-program/ge-goals-elos). The Subcommittee also requests that the explanation of how this course meets those Goals and ELOs *follow* that listing rather than *preceding* it.
   5. *Recommendation:* The Subcommittee recommends that that the department provide additional scaffolding for the final paper assignment.
   6. *Recommendation:* The Subcommittee recommends that the department include information about where students should/can procure textbooks (syllabus p. 1).
   7. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement (syllabus, pg. 3), 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).
   8. Köhnlein, Diles; approved with **four contingencies** (in bold above) and *three recommendations* (in italics above).
5. History 3595 (new course requesting GEN Theme Citizenship for a Diverse and Just World)
   1. *Recommendation:* The Subcommittee recommends that the department provide a very brief table that shows the percentage breakdown of the grade attached to each assessment, so that students can more easily find that information.
   2. *Recommendation:* The Subcommittee suggests that the department add to the heading (syllabus, p.1) the number of credit hours assigned to the course.
   3. *Recommendation:* The Subcommittee recommends that the department provide information about where students can/should procure textbooks (syllabus, p. 3).
   4. *Recommendation:* The Subcommittee suggests that the department re-phrase the statement which describes the way in which this course fits into the new General Education Curriculum (syllabus p. 1 under “GE Theme”). Since this is a 3-credit hour course, it does not, in and of itself, “fulfill” the category for students, as the requirement is to earn 4-6 credit hours in this category; stating that a single course fulfills the goals and ELOs can be confusing or misleading for students. Instead, the reviewing faculty suggest wording such as “History 3253 is an approved course in the GEN Theme: Traditions, Cultures and Transformations category”.
   5. *Recommendation:* The Subcommittee recommends 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).
   6. Diles, Köhnlein; unanimously approved with *five recommendations* (in italics above).
6. History 5081 (new course)
   1. The Subcommittee asks that the department provide additional information for students regarding the service-learning aspect of the course. Specifically, they would like to know whether the community service will be in person or online, how the instructor will be involved with the service, and whether the service activities will be done during or outside of class time.
   2. While the Subcommittee understands that the Department of History is not seeking approval as an official Service Learning course at this time, they still recommend that the department work with Claire Sweigert and her team at the [Office of Service-Learning and Community-Engaged Teaching](https://service-learning.osu.edu/about-us) to refine this proposal.
   3. 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 replacing the previous statement found on pg. 13 of the syllabus. Please note that the link at the bottom of the statement (“Policy: Religious Holidays, Holy Days, and Observances”) must be included with the statement to fully comply with the law.
   4. The Subcommittee recommends that the department amend the Title IX Statement (syllabus, p. 13), as the web address for Title IX resources has changed. An updated version of the statement with the correct link/address is available on the [ASCCAS website.](https://asccas.osu.edu/submission/development/submission-materials/syllabus-elements)
   5. 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).
   6. The Subcommittee recommends that the department amend the Land Acknowledgement (syllabus, p. 1), as the Center for Belong and Social Change (formerly the Multicultural Center) has been closed.
   7. The Subcommittee declined to vote on the course at this time.
7. BA Liberal Arts (quick read through and initial questions/concerns; materials in email)
   1. Tabled for time.