

ASCC Arts and Humanities Subcommittee 2

Approved Minutes

Tuesday, November 18th, 2025

12:30PM – 2:00PM

CarmenZoom

Attendees: Acuff, Bitters, Mick, Neff, Staley, Troyan, Vankeerbergen

Agenda

1. Approval of the 10-28-2025 minutes
 - a. Troyan, Acuff; unanimously approved.
2. Dance 7406 - existing course requesting 100% DL (return)
 - a. Acuff, Troyan; unanimously approved.
3. Music 5802 – existing course requesting a change in credit hours from 3 to 2
 - a. *Recommendation:* The Subcommittee notes that the course requires the use of multiple software applications (p. 2). It is unclear whether these tools have been formally approved by the university. The Subcommittee recommends providing alternatives should students be unable to access the required software. They also recommend including a technology requirements section in the syllabus outlining required equipment and software, availability of software in campus labs, guidance on where students can obtain technical support, etc.
 - b. *Recommendation:* The Subcommittee recommends clarifying what students will be doing during the class sessions that are currently blank in the course calendar (pp. 5-6).
 - c. Troyan, Acuff; unanimously approved with *two recommendations*.
4. Music 8828 – new course
 - a. **Contingency:** The Subcommittee notes overlap in the music selections between this course and Music 5802 (at least as reflected in its previous version). The Subcommittee requests clarification on how the unit will distinguish the content to ensure that students who take both courses do not encounter repeated material.
 - b. *Recommendation:* The Subcommittee notes that the course requires the use of multiple software applications (p. 2). It is unclear whether these tools have been formally approved by the university. The Subcommittee recommends providing alternatives should students be unable to access the required software. They also recommend including a technology requirements section in the syllabus outlining required equipment and software, availability of software in campus labs, guidance on where students can obtain technical support, etc.

- c. Acuff, Troyan; unanimously approved with **one contingency** and *one recommendation*.
- 5. Music 7733 – new course
 - a. Comment: The Subcommittee appreciates the use of rotating student roles for each week.
 - b. Comment: The Subcommittee notes a small typo on page 6 of the syllabus where “Work on Respect in the Classroom” should be “Word on Respect in the Classroom.”
 - c. Troyan, Acuff; unanimously approved with two comments.
- 6. Music 7731 – new course
 - a. Acuff, Troyan; unanimously approved.
- 7. Music 6648 – new course
 - a. Acuff, Troyan; unanimously approved.
- 8. Spanish 4798.10 – new course
 - a. **Contingency:** The Subcommittee requests that the department seek concurrence from City and Regional Planning at the Knowlton School. OAA has recently returned another course proposal to request concurrence from Knowlton, and we hope to address any potential issue proactively.
 - b. *Recommendation:* The Subcommittee believes that the weekly engagement estimate in the syllabus (p. 6) appears too low. It is possible the Subcommittee is misunderstanding the intent of “formalized engagement,” but the workload described in the syllabus does not align with the credit-hour rationale submitted. The Subcommittee recommends reassessing the weekly workload to ensure it accurately reflects the expectations for a 3-credit, 6-week course.
 - c. *Recommendation:* The Subcommittee notes that the final week consists of only two instructional days and recommends that the department clarify whether the course should formally be considered a six-week offering in light of this abbreviated final week.
 - d. *Recommendation:* The Subcommittee finds that the coding and formatting of the syllabus are occasionally confusing (e.g., the use of TU1[a][b]...). They recommend making it more reader friendly.
 - e. Troyan, Acuff; unanimously approved with **one contingency** and *three recommendations*.