

Kathleen Hallihan

From: Eric H. Mayer [mayer.93@osu.edu]
Sent: Friday, May 09, 2008 11:20 AM
To: Kathleen Hallihan
Cc: asccurrofc
Subject: RE: Theatre courses

Hi Kate,

The instructor for Theatre 680 has asked that we take this course request off your agenda. In looking further down the road he and his fellow instructors want to do some more drastic changes (new course number, change in credit hours, etc.) that we'll send to the college committee in the next academic year.

The committee's responses to his original proposal, however, will be very helpful as he works on the expanded request.

Best,
Eric

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Eric H. Mayer
Scheduling/Facilities, Webmaster,
and Undergraduate Studies Coordinator
The Ohio State University Department of Theatre

From: Kathleen Hallihan [mailto:hallihan.3@osu.edu]
Sent: Friday, May 09, 2008 8:09 AM
To: Eric H. Mayer
Subject: RE: Theatre courses

Hi Eric,
No problem, I am happy to add those things to the web fields!

Kate

From: eric.mayer@osutheatre.org [mailto:eric.mayer@osutheatre.org] **On Behalf Of** Eric H. Mayer
Sent: Thursday, May 08, 2008 8:32 PM
To: Kathleen Hallihan
Subject: Re: Theatre courses

Thanks Kate,

I will get the revisions to asccurrofc@osu.edu next week. Will you be updating the class size for 621.01 (contingency A 10) - if so, could you also add 1 offering per year? For TH 680, the class size should be 16.

I should have caught those before I submitted the proposals.

Thanks!

Eric

On Thu, May 8, 2008 at 1:00 PM, Kathleen Hallihan <hallihan.3@osu.edu> wrote:

Dear Eric,

I just wanted to let you know that I sent this to Anthony Hill and he will be following up with the faculty member(s). Since you are the curricular contact I wanted to let you know that we were following up and what the revision submission process is (below).

Thanks and please let me know if there's anything I can do to help.

Best,

Kate

Kathleen M. Hallihan, Ph.D.

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174 W. 18th Ave.

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From: Kathleen Hallihan

5/14/2008

Sent: Thursday, May 08, 2008 12:42 PM
To: 'hill.55@osu.edu'
Subject: draft minutes from COTA CC 5-8-08

Dear Anthony,

Please find below my ***draft*** minutes from today's COTA CC meeting concerning the Theatre courses.

What we will need is the revised syllabi to be submitted to our office at asccurrofc@osu.edu. This part of the process will not change with the electronic system – once they are at this stage, we would need to upload any revisions. For 621.01 and .02 those will go back to committee. If we get the revisions by 5/22 at the latest, we can get them to the next COTA meeting on 5/29. For the other two courses, when those come here I will check that the contingencies are satisfied (they are all pretty straightforward), confirm with John Giffin, and mark them as approved for the next level, effectively sending them on their way.

Thank you very much for helping with the follow up on these and please let me know if there is anything I can do to help.

Best,

Kate

1. Theater 621.01, 621.02, 628, 680

A. 621.01 & .02

1. High demand and long wait list for production courses and one of very few cinema video production courses offered at university; these are intended to better prepare students for this field
2. 621 will become shell course and 621.01 will replace this
3. **Add more up-to-date Academic Misconduct statement**
4. **Please add grading scales to both (what is an A, A-...)**
5. **Attendance policy: please change ½ letter grade change to 1/3 letter grade change for both sections (cannot reduce by half a grade)**
6. **Please change "Special Needs" language to "Disability Services" on syllabus**
7. **621.02 – Please clarify project/portfolio grading: make consistent what are projects and what are portfolios. (i.e. are tutorials graded, there seems to only be grading**

5/14/2008

for projects 2-7. Do tutorials count as part of portfolio?) (suggestion to model after Theatre 628 proposal for portfolio assignment description)

8. On p.3 cover sheet delete "(as with most others)"
9. Please explain how project 6, web-based portfolio, is graded.
10. Add 16 to section size to .01
11. Kate has John's permission to make changes in system to points 9 and 7 and to approve electronically.
12. Recommendation to CCI chair to notify proposer of concurrences sent out.

621.01 & 02 Unanimously Approved with Contingencies in bold.

B. Theatre 628

1. **Please add grading scales to both (what % is an A, A-...)**
2. **Attendance policy: please change ½ letter grade change to 1/3 letter grade change for both sections (cannot reduce by half a grade)**
3. **Please list credit hours (3) on syllabus**
4. **Please change "Special Needs" language to "Disability Services" on syllabus**
5. Committee was impressed with portfolio description.
6. **Kate has John's permission to approve electronically.**

628 Unanimously Approved with Contingencies in bold.

C. Theatre 680 (needs revision)

1. **Please add number of credits on syllabus**
2. **Please further clarify final exam/project description – make consistent nomenclature and/or elaborate on final project**
3. **Please add explanation and due dates for assignments, expand weekly outline, specify reading assignments, when they are due, and what they are**
4. **Please add statement describing and clarifying what constitutes "participation" as it is 35% of grade – is it under "classroom decorum" is that part of it? Please delete the "etc." as it could be unclear to students. Suggestion to use Kevin Tavin's participation statement, Val to send to Anthony if need be.**
5. **What is expected section size? (get info from instructor and Kate add to electronic form)**

6. Committee suggests a brief cover paragraph summarizing the specific changes

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