

From: Larry Krissek [lkrissek@asc.ohio-state.edu]
Sent: Sunday, June 26, 2011 12:30 AM
To: webber.1@osu.edu
Cc: Vankeerbergen, Bernadette; williams.1415@osu.edu
Subject: ASC CCI requests for NELC major and minor conversions

Dear Sabra,

At its meeting last Wednesday, the Arts & Sciences Committee on Curriculum and Instruction considered a suite of proposals for semester conversion of NELC majors and minors. As faculty chair of CCI, I am writing to let you know that the CCI identified a number of questions and/or concerns with those proposals; those questions and/or concerns are detailed below.

The members of CCI unanimously agreed that these constitute a significant body of questions and/or concerns; as a result, the committee chose to postpone action on the NELC conversion proposals until a later meeting, once these issues have been resolved appropriately.

It is my understanding that these proposals have been -- or soon will be -- returned to your queue within PACER. As you revise these conversion proposals, please consult with Associate Dean Valarie Williams for additional guidance if any of the points listed below are unclear.

Thank you for your work on quarter-to-semester conversion of the NELC majors and minors. The CCI looks forward to reviewing -- and approving -- revised versions of these proposals.

Best wishes,
Larry Krissek
Professor and Associate Director, School of Earth Sciences

1) NELC programs:

Comments valid for all NELC programs reviewed by CCI on 6-22:

- a) **The list of courses in each proposal includes all NELC courses (i.e., languages that are not relevant to a program are included in the course list for that program). Extra courses should be removed so that the list of courses includes only the courses used in that program.**
- b) **Remove all the GE information on all the major semester advising sheets.**
- c) **4-year plans use 3 credit hours for GE courses. Some courses are likely to be 4 or 5 hours: e.g. sciences. Remove credit hours for GE courses.**
- d) **The university has created the following numbers for semesters:**
 - i) **X998: Research**
 - ii) **X998H: Honors research**
 - iii) **X999: Research leading to thesis (or dissertation)**
 - iv) **X999H: Honors research leading to thesis**

There are many incorrect uses of 4998, 4998H, 4999, and 4999H in these proposals. For example, the Arabic list of courses includes only 4998 and 4999H (4998H and 4999 are not listed). We suspect that the department would like to have 4998H and 4999 offered as well. Also, 4999H is mislabeled since it is not "Honors Research" (which would be 4998H) but "Honors Thesis Research." In the Arabic BA case, there is also a discrepancy between the advising sheet and the curricular map. There are many such inconsistencies in the various NELC programs submitted. We request that the unit double-check all programs for 4998,

4998H, 4999, and 4999H, and for consistency between the course list, the advising sheet, and the curricular map for each program.

- e) For majors: make sure that remaining references to a “pre-major” are removed and replaced with reference to "pre-requisites". For example, in the Arabic BA: point 12 (Rationale for proposed program changes): the first paragraph contains references to a “pre-major” and courses needing to be taken “in order to commence the major.” Remove all this information. Double-check other documents in the Arabic BA and the other majors (e.g., some advising sheets where language indicates that admission to a major is contingent upon completion of some courses) for similar issues.
- f) For majors: A question about courses that can be used with advisor’s permission (5192, 5193, 5194 etc.): These programs do not include limits on how many of these courses/credits can be counted toward the major and what categories these courses can count under. Other units generally have limited the total number of credits from such courses that can be applied toward the major -- e.g., a total of 3 credits, or a total of 6 credits. Does the unit want to specify such a limit? Also, are there limits on the types of requirements that can be satisfied with these courses?

2) Arabic BA

- i) 5797 is missing from the curricular map.
- ii) Curricular map lists both 4626 and 5626; those courses have the same title but fulfill different goals. Is this correct-- i.e., are 4626 and 5626 separate courses? Or is one of these a typographical error? Only 4626 appears on course list and advising sheet.
- iii) Last page of curricular map includes courses but does not indicate what goals the courses fulfill and at what level(s).
- iv) Curricular map does not indicate that any goal is met at an advanced level (one exception: Arabic 4106). If meeting these these goals is rated on a BA to PhD continuum, this needs to be clarified.

3) Arabic Minor

- i) Remove program learning goals on PACER form.
- ii) Program proposal: under number 10 remove reference to PACER (for the program learning goals).
- iii) Item #18: 2nd paragraph (starts with “We require three four credit....”) should be removed.
- iv) Delete the boilerplate transition plan for foreign language programs.
- v) Unclear status of 2241: The "fill-in" semester advising sheet indicates that 2241 can also be taken under the “Literature and Culture in Translation” category (in actual minor) presumably if not taken as pre-req. However, the ASC semester advising sheet does not include 2241 under the category “Translated Arabic Literature”. This inconsistency should be corrected. (In addition, the discrepancy in the name of the category between the 2 advising sheets should be resolved).

4) Hebrew BA

- i) 3rd learning goal on Program Request Form has a lone parenthesis.
- ii) 2105, formerly 205, is converting from 5 quarter hours to 4 semester hours--that is, if the information under pt 11 and the course list are correct (indeed, the advising sheet says

that 2105 will be 3 credits). Unit should confirm and correct the semester credit hour value for 2105.

Normally a 5-cr quarter course would convert to a 3-cr semester course. Students who are caught in the transition, but have taken the course under quarters, will be short 1 credit hour (assuming that 2105 actually will be 4 semester credit hours). A statement that the course will convert to 4 credit hours for these students should be included.

- iii) P. 3 of proposal (Transition policy): 3rd paragraph: Sentence starting with “These students will need individual counseling and careful planning...”: Remove option for students who have completed 104 to take 1103 as a review.
 - iv) It would be useful if proposal more clearly specified which courses are Hebrew and which are NELC. Several documents are inconsistent in this regard -- sometimes specifying the course listing and sometimes do not (e.g., advising sheet).
 - v) List of courses: Hebrew 375 (The Holocaust in Literature and Film) does not currently exist. (Is this German/Yiddish 399 “The Holocaust in Literature and Film”?)
- 5) Hebrew Minor
- i) Remove program learning goals on PACER form.
 - ii) 2105, formerly 205, is converting from 5 quarter hours to 4 semester hours. Normally a 5-cr quarter course would convert to a 3-cr semester course. Students who take the course under quarters will be short 1 credit hour. A statement that the course will convert to 4 credit hours for these students should be included.
 - iii) Semester advising sheet says that each minor should contain 20 unique hours. This should say 12 unique hours.
- 6) Islamic Studies BA
- i) Learning goals on the Program Request Form do not match the curricular map (order and wording should be identical).
 - ii) Learning goal # 5 includes phrase “students get.” Replace with active verb (e.g., learn).
 - iii) 2 curricular maps are included in the proposal; first one should be removed.
 - iv) Delete sections 16 and 17 from proposal.
 - v) Delete foreign language conversion table under section 19.
 - vi) End of pg 3, beginning of pg 4 is a single sentence formatted as a paragraph. Should be reformatted.
 - vii) Advising sheet should specify that 8 credit hours are required for the language courses category
 - viii) Next page: refers to 6 hours of instruction in an Islamic language; this should read 8.
 - ix) Advising sheet (2nd page):
 - (1) First column, under “Religion”: NELC 3601- should this be Arabic 3601?
 - (2) Right underneath, NELC 3403: should this be 3230?
 - (3) Middle column: Arabic 5162 is not included in the actual proposal (p. 3, list of electives)
 - (4) Right column: NELC 5675 is probably not the correct number. Course is numbered 5575 in actual proposal p. 2 and in course list. However, it is 5675 in curriculum map. (Course is entered as 5575 in PACER.)

- 7) Persian Minor

- i) Remove program learning goals on PACER form.
- ii) Semester conversion program proposal, #10: remove reference to PACER.
- iii) # 12: Join first two paragraphs and edit them/it for clarity.
- iv) # 12, point 5: Why reference to “pre-majors” in a minor proposal? Check course numbers: 3700 might be 2301, 3701 might be 2701.
- v) Fill-out semester advising sheet: last line of the table, all courses should have a note “If not taken as prerequisites”.
- vi) ASC-style minor advising sheet:
 - (1) First paragraph, first sentence: run-on sentence.
 - (2) GEC used instead of GE on advising sheet.
 - (3) Mentions only 3 hours of overlap with the GE. Is this correct? If so, that information should also be added in right column of advising sheet.
 - (4) Says that each minor should contain 20 unique hours. This should say 12 unique hours.

8) Turkish Minor

- i) Remove program learning goals on PACER form.
- ii) Semester conversion program proposal, #10: remove reference to PACER.
- iii) # 12: Join first two paragraphs and edit them for clarity.
- iv) Semester advising sheet
 - (1) GEC used instead of GE on advising sheet.
 - (2) Mentions only 3 hours of overlap with the GE. Is this correct?
- v) Write-out semester advising sheet: Turkish 2702, should be 2701.
- vi) Quarter advising sheet is not included in the proposal. Please include one.
- vii) Page 9, list of all Turkish courses: 3001 is not included.