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**To:** [Liu, David](#)  
**Cc:** [Leasure, Timothy](#); [Heysel, Garrett](#)  
**Subject:** Chinese 5105.01, 5105.51, 5106.01, 5106.51, Japanese 5310, 5311  
**Date:** Friday, November 16, 2012 12:10:39 PM

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Dear David,

On Friday, November 9, the Arts and Humanities (A&H) Panel of the Arts and Sciences Curriculum Committee (ASCC) reviewed the new course requests for Chinese 5105.01, 5105.51, 5106.01, and 5106.51 & Japanese 5310 and 5311.

The Panel did not vote on the courses as the Panel members would like the following changes to be made first:

Chinese 5105.01, 5105.51, 5106.01, 5106.51

- For all those courses, how do the classroom tracks differ from the individualized instruction courses? Even the classroom track refers to the “individualized nature of the course” (p.2). In both the classroom track and the individualized track, p. 2 indicates that “[s]tudents will arrange to meet individually with the instructor once per week” as though the instruction was individualized in both models.
- For classroom tracks: How do these courses amount to 3 credits? There seems to be only one meeting per week (or is this left over from the individualized track syllabi?) and students only have to write one paper. Reminder: According to the Board of Regents, “One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes).” It would seem that in the case of these courses, either more material will need to be added or the number of credit hours will need to be scaled down.
- Once adjustments have been made to the classroom tracks (see above), similar adjustments will need to be considered for the individualized instruction courses.
- For each syllabus, provide a sample weekly schedule including readings.
- On all syllabi, remove D- in the grading scale. (D- is not a grade at OSU.)
- Remove references to quarters. Each syllabus contains the following phrase, “At the final discussion meeting of the *quarter*...”

Japanese 5310

- Provide justification of credit hours. Reminder: According to the Board of Regents, “One semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes).” According to the syllabus, Japanese 5310 would meet 2 hours, 3 times a week, thus making it closer to a 2 credit hours class.
- It is not clear what the instructor is doing during class time. Perhaps fleshing out the schedule would help the Panel understand what is going on in the course.
- Explain skill developing strategy project further and articulate its link with what will be going

- on during class time.
- Remove reference to GEC at the beginning of the syllabus.

#### Japanese 5311

- Remove reference to GEC at the beginning of the syllabus.
- Include readings and assignments in the weekly schedule.
- Provide more information on the content of the reports.
- It is not clear how the credit hours are calculated compared to the number of reports. Could faculty elaborate on what standard is used to decide that writing 2 reports amounts to 1 credit hour, writing 4 reports amounts to 2 credit hours, and writing 7 reports amounts to 3 credit hours? Is this workload comparable to workloads used in other classes?

I will send back the courses in a minute to enable the department to make the necessary changes.

Should you or your faculty have any questions about this feedback, please contact me or Professor Tim Leasure, Chair of the Panel (cc'd on this e-mail).

Best,  
Bernadette

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