

From: [Vankeerbergen, Bernadette](#)
To: [Seagraves, Tanina](#)
Cc: [Heysel, Garett](#); [Fletcher, Richard](#)
Subject: AAAS 5485.03
Date: Friday, October 18, 2013 2:45:40 PM

Dear Tanina,

On Tuesday, October 15, the ASC Arts and Humanities Panel reviewed a new course proposal for AAAS 5485.03.

The course was approved with 1 contingency and 4 recommendations:

Contingencies:

- Syllabus: See p. 15 of the ASC Curriculum and Assessment Operations Manual for ASC syllabus template:
http://asccas.osu.edu/sites/asccas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf
Point 5 specifies that under the GE expected learning outcomes on the syllabus, there should be a statement explaining how the course will satisfy those ELOs. Please add such a statement to your syllabus.

Recommendations:

- The two other decimalized versions of the course, 5485.01 and 5485.02, have English 1110 as a prerequisite. Shouldn't this be the same for 5485.03?. If so, please add to form in curriculum.osu.edu.
- Student conduct policy: "The instructor ... reserves the right to withdraw students from the course for inappropriate classroom behavior." This should be replaced with language indicating that inappropriate classroom behavior will be reported to student conduct.
- Clarify the class attendance policy. Need to specify how many points will be taken away for each unexcused absence. Is the following statement necessary, "Excessive absences will negatively affect a student's grade"? Indeed, the previous sentence does say that the student's grade will be affected and the rest of the sentence after that says that 4 or more unexcused absences will result in automatic failure. If the statement is necessary, what is meant by "excessive"? Is that different or identical to 4 or more unexcused absences?
- Rethink necessity for "submission of assignment" policy since for this class no assignments are submitted.

I will return the course in a minute via curriculum.osu.edu to enable the department to make the necessary changes.

Should you have any questions about this feedback, please do not hesitate to contact Richard Fletcher, Chair of the ASCC A&H Panel (cc'd on this e-mail), or me.

Best,
Bernadette

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