

From: Vankeerbergen, Bernadette
To: [Stetson, David](#); [Misicka, Matthew](#)
Cc: [Vaessin, Harald](#); [Hadad, Christopher](#)
Subject: Biology 1141
Date: Wednesday, October 15, 2014 3:57:00 PM

Dear Dave and Matt,

On Monday, the NMS Panel of the ASC Curriculum Committee reviewed a request for new course Biology 1141.

The Panel unanimously approved the course with the following contingencies:

- Form in curriculum.osu.edu:
 - All campuses are checked off. Request to double-check accuracy. It is unlikely that all the regionals have the necessary resources.
 - Intended rank should not be junior and senior. (Leave freshman and sophomore.)
 - Change subsidy level to “general studies”.
- Syllabus:
 - Change course number to 1141, indicate SP15, and make other necessary adjustments to syllabus.
 - Whose responsibility is the grading? The assignment of the final grade should be signed off by the instructor. This should be indicated somewhere in the syllabus.
 - P. 1: Panel requests to remove peer-leader e-mail addresses since this will become a public document.
 - P. 3: Course grade includes statement that student must attend at least 70% of the workshops. This might be difficult to enforce if one term there are 9 workshops. Might be easier to refer to 2/3 of the workshops, for example.
 - P. 3: Remove Judy Ridgway’s name from syllabus if she is not the instructor of record.
 - P. 3: Statement on disability services:
 - Replace reference to “quarter” with “semester”.
 - Suggested 16-pt font.
 - P. 3: Sexual harassment statement: Should also mention OSU’s designated authority. (There is a phone number in place.)
 - P. 4: Course schedule:
 - What is Cmap?
 - How does one adjust the schedule? One should not add meeting dates at the last minute. Suggestion to remove the line about workshop dates needing to be adjusted.

I will return the course via curriculum.osu.edu in a minute to enable CLSE to take care of the points above.

If you should have any questions about this feedback, please do not hesitate to contact Harald Vaessin (Chair of the NMS Panel), or me.

Best,

Bernadette

Bernadette Vankeerbergen, Ph.D.
Program Manager, Curriculum and Assessment
Arts and Sciences
The Ohio State University
154D Denney Hall
164 W 17th Ave.
Columbus, OH 43210
Phone: 614-688-5679
Fax: 614-292-6303
<http://ascas.osu.edu>