

**From:** [Vankeerbergen, Bernadette](#)  
**To:** [McGraw, Scott](#); [Freeman, Elizabeth](#)  
**Cc:** [Haddad, Deborah](#); [Roup, Christina](#); [Oldroyd, Shelby O.](#)  
**Subject:** RE: Anthropology 3419  
**Date:** Wednesday, November 22, 2017 3:25:00 PM  
**Attachments:** [image001.png](#)

---

Scott and Elizabeth,

Christina Roup has looked over the latest revision of Anthropology 3419 and she has approved the revised submission.

Since the course is requesting GE status, I am including a reminder that the GE assessment plan will need to be implemented from the very first offering of the course with the new GE status and GE data will need to be gathered. As is the case for all new GE courses, after the second offering of the course, the Assessment Panel will ask the department to submit an initial report summarizing GE assessment results of those first two offerings (following the format in Appendix 10 of the ASC Curriculum and Assessment Operations Manual [p. 126] [https://asccas.osu.edu/sites/asccas.osu.edu/files/ASC\\_CurrAssess\\_Operations\\_Manual.pdf](https://asccas.osu.edu/sites/asccas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf)). The Assessment Panel and/or our office can help the department with any aspect of the GE assessment requirement. Shelby Oldroyd, ASC Curriculum and Assessment Assistant, will also make sure to contact the department before the course is offered with its new GE status and provide any assistance that may be needed with assessment. Could you please let the faculty member(s) know?

Before I advance the course, I have a question for you. I see that the requested effective term for the course change is Spring 2018. Please know that all course changes for Spring 2018 should have reached the Office of the Registrar's Office by September 1. Therefore, would it be OK for me to change the effective term to Summer 2018? Thank you for letting me know.

My best,  
Bernadette



**Bernadette Vankeerbergen, Ph.D.**  
Program Director, Curriculum and Assessment  
College of Arts and Sciences  
154D Denney Hall, 164 Annie & John Glenn Ave.  
Columbus, OH 43210  
Phone: 614-688-5679 / Fax: 614-292-6303  
<http://asccas.osu.edu>

---

**From:** Vankeerbergen, Bernadette  
**Sent:** Wednesday, November 08, 2017 4:28 PM  
**To:** McGraw, Scott <mcgraw.43@osu.edu>; Freeman, Elizabeth <freeman.283@osu.edu>  
**Cc:** Haddad, Deborah <haddad.2@osu.edu>; Roup, Christina <roup.2@osu.edu>  
**Subject:** RE: Anthropology 3419

Scott and Elizabeth,

Christina Roup has looked over the latest revision for Anthropology 3419. Some contingencies have been met and some points still need some changes.

I am here cutting & pasting Christina's feedback:

1. Anthropology 3419 (existing course; requesting GE Social Science—Organizations and Politics)

- Contingencies:

- o Syllabus:

- and a statement explaining how the course will satisfy the stated expected learning outcomes. CONTINGENCY MET,
- P. 3: Grading scale information includes this statement: "A general guide to grades..." Be more specific about grading scale. The wording "general guide" leads one to think that there may be flexibility in the grading scale. CONTINGENCY MET,

Grading Issue: Page 2, 1st paragraph of the syllabus states that "Your failure to attend class will result in a reduced final grade", however, there is no description of how absences will affect the final grade. Further, attendance is not listed as a graded item (unless 'engagement' is supposed to count for attendance). This needs to be clarified.

GRADING ISSUE NOT ADDRESSED – NO CHANGE FROM PREVIOUS SYLLABUS VERSION

- P. 3: Add weblink for code of student conduct (in paragraph on academic honesty) and ODS (in statement about disability services). See p. 15 of manual: [https://ascas.osu.edu/files/ASC\\_CurrAssess\\_Operations\\_Manual.pdf](https://ascas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf)  
CONTINGENCY NOT MET Links provided are incorrect: the link for the Office of Disability Services is: <http://slds.osu.edu/>  
Similarly the link for the faculty/staff syllabus statement should be: <http://slds.osu.edu/faculty-staff/syllabus-statement/>

- o Assessment plan: This seems to be a plan that addresses all three subgroups of the GE Social Science category: Individuals and Groups, "Organizations and Politics," and "Human, Natural, and Economic Resources." This is evident from the reference to all three categories in the following sentence: "The assessments ask students to apply what they learn from readings, lectures and course discussions to central concerns that focus on migration in Latin America, Individuals and Groups, Social Organization and finally, Human, Natural and Economic Resources." Furthermore, at the top of that page, for the midterm questions and final questions, there are references to outcomes 1.1, 2.1, 3.1, 2.2, 1.2, 3.2, 3.3, 2.3. This likely refers to the outcomes of the three subgroups. Please rework the assessment plan so that it only addresses the 3 expected learning outcomes (ELO) for the one requested Organizations and Politics subcategory. Please link ELO1 to one (or more—but not too many so as not to make the data gathering unwieldy) embedded question (or other assessment method) that directly speaks to that ELO, namely "Students understand the theories and methods of social scientific inquiry as they apply to the study of organizations and

polities.” Then, do the same for ELO 2 and ELO 3. For each assessment method, please provide metric defining student success. (For example, for ELO1, a specific essay question would be graded with a scoring rubric ranking fulfillment of the ELO on a scale from 1 to 4, and if 95% of students achieve level 2 or above, that is deemed to be success.)

CONTINGENCY NOT MET; Assessment plan format revised as suggested; however the connection between the ELO's and the assessment questions was lost (i.e., the ELO's are not included in column 1 of the assessment table). Also, there is still no plan to review the data and potentially change the course to improve student learning (final column)

The three items in light gray need further adjustments. I am going to return the request one more time to the department via curriculum.osu.edu.

If you have any questions, I suggest you contact Christina Roup.

Best,  
Bernadette

---

**From:** Vankeerbergen, Bernadette  
**Sent:** Tuesday, October 03, 2017 11:18 AM  
**To:** McGraw, Scott <[mcgraw.43@osu.edu](mailto:mcgraw.43@osu.edu)>; Freeman, Elizabeth <[freeman.283@osu.edu](mailto:freeman.283@osu.edu)>  
**Cc:** Haddad, Deborah <[haddad.2@osu.edu](mailto:haddad.2@osu.edu)>; Roup, Christina <[roup.2@osu.edu](mailto:roup.2@osu.edu)>  
**Subject:** RE: Anthropology 3419

Dear Scott and Elizabeth,

On 12-4-2014, the SBS Panel approved a request to add GE Social Science—Organizations and Politics to Anthropology 3419 with six contingencies and one recommendation. We recently received a revision to this submission & I have submitted it to Professor Christina Roup, this year’s Chair of the SBS Panel. She noticed that some contingencies have been addressed and some have not.

I here cut and paste the detail of her feedback (which she added to the original feedback sent to the department):

1. Anthropology 3419 (existing course; requesting GE Social Science—Organizations and Politics) unanimously approved with 6 contingencies and 1 recommendation
  - Contingencies:
    - o Syllabus:
      - P. 1: Add number of contact hours per week: CONTINGENCY MET
      - P. 1: Add GE goals, expected learning outcomes, CONTINGENCY MET and a statement explaining how the course will satisfy the stated expected learning outcomes. CONTINGENCY NOT MET
      - P. 3: Grading scale information includes this statement: “A general guide to

grades...” Be more specific about grading scale. The wording “general guide” leads one to think that there may be flexibility in the grading scale. **CONTINGENCY MET,**

**Grading Issue: Page 2, 1st paragraph of the syllabus states that "Your failure to attend class will result in a reduced final grade", however, there is no description of how absences will affect the final grade. Further, attendance is not listed as a graded item (unless 'engagement' is supposed to count for attendance). This needs to be clarified.**

Replace “F” with “E.” **CONTINGENCY MET**

- P. 3: Add weblink for code of student conduct (in paragraph on academic honesty) and ODS (in statement about disability services). See p. 15 of manual: [https://ascas.osu.edu/files/ASC\\_CurrAssess\\_Operations\\_Manual.pdf](https://ascas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf)

**CONTINGENCY NOT MET; the above web address was inserted in to the syllabus - not the link for code of student conduct. No link was provided the ODS statement.**

- Throughout syllabus, replace references to “quarter” with “semester.”

- Assessment plan: This seems to be a plan that addresses all three subgroups of the GE Social Science category: Individuals and Groups, “Organizations and Polities,” and “Human, Natural, and Economic Resources.” This is evident from the reference to all three categories in the following sentence: “The assessments ask students to apply what they learn from readings, lectures and course discussions to central concerns that focus on migration in Latin America, Individuals and Groups, Social Organization and finally, Human, Natural and Economic Resources.” Furthermore, at the top of that page, for the midterm questions and final questions, there are references to outcomes 1.1, 2.1, 3.1, 2.2, 1.2, 3.2, 3.3, 2.3. This likely refers to the outcomes of the three subgroups. Please rework the assessment plan so that it only addresses the 3 expected learning outcomes (ELO) for the one requested Organizations and Polities subcategory. Please link ELO1 to one (or more—but not too many so as not to make the data gathering unwieldy) embedded question (or other assessment method) that directly speaks to that ELO, namely “Students understand the theories and methods of social scientific inquiry as they apply to the study of organizations and polities.” Then, do the same for ELO 2 and ELO 3. For each assessment method, please provide metric defining student success. (For example, for ELO1, a specific essay question would be graded with a scoring rubric ranking fulfillment of the ELO on a scale from 1 to 4, and if 95% of students achieve level 2 or above, that is deemed to be success.)

**CONTINGENCY NOT MET; Assessment plan is incomplete, missing the process that will be used to review the data and potentially change the course to improve student learning of GE ELO's. Please complete the table as outlined/described on pages 68-70 of the Curriculum and Assessment Manual for the Social Science GE.**

- Recommendation:

- Syllabus:

- P. 2: Short assignment #5 is actually numbered 1. **RECOMMENDATION FOLLOWED.**

So the green points still need to be addressed. I am going to return the request one more time to the department so that those points can be addressed.

If you should have any questions, I encourage you to contact Professor Christina Roup (cc'd on this e-mail).

Regards,  
Bernadette



**Bernadette Vankeerbergen, Ph.D.**

Program Director, Curriculum and Assessment

College of Arts and Sciences

154D Denney Hall, 164 Annie & John Glenn Ave.

Columbus, OH 43210

Phone: 614-688-5679 / Fax: 614-292-6303

<http://ascas.osu.edu>

---

**From:** Vankeerbergen, Bernadette

**Sent:** Friday, December 05, 2014 9:50 AM

**To:** McGraw, William S. (Scott) <[mcgraw.43@osu.edu](mailto:mcgraw.43@osu.edu)>; Freeman, Elizabeth <[freeman.283@osu.edu](mailto:freeman.283@osu.edu)>

**Cc:** Lam, Pok-Sang <[lam.1@osu.edu](mailto:lam.1@osu.edu)>; Haddad, Deborah <[haddad.2@osu.edu](mailto:haddad.2@osu.edu)>

**Subject:** Anthropology 3419, 5623, 5625, 5602, 3340, 3604, and 5700

Scott and Elizabeth,

On Thursday, December 4, the SBS Panel reviewed several course requests from the Department of Anthropology. Please find below the feedback of the Panel:

1. Anthropology 3419 (existing course; requesting GE Social Science—Organizations and Politics) unanimously approved with 6 contingencies and 1 recommendation
  - Contingencies:
    - Syllabus:
      - P. 1: Add number of contact hours per week.
      - P. 1: Add GE goals, expected learning outcomes, and a statement explaining how the course will satisfy the stated expected learning outcomes.
      - P. 3: Grading scale information includes this statement: “A general guide to grades...” Be more specific about grading scale. The wording “general guide” leads one to think that there may be flexibility in the grading scale. Replace “F” with “E.”
      - P. 3: Add weblink for code of student conduct (in paragraph on academic honesty) and ODS (in statement about disability services). See p. 15 of manual:  
[https://ascas.osu.edu/files/ASC\\_CurrAssess\\_Operations\\_Manual.pdf](https://ascas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf)
      - Throughout syllabus, replace references to “quarter” with “semester.”
    - Assessment plan: This seems to be a plan that addresses all three subgroups of the GE Social Science category: Individuals and Groups, “Organizations and Politics,” and

“Human, Natural, and Economic Resources.” This is evident from the reference to all three categories in the following sentence: “The assessments ask students to apply what they learn from readings, lectures and course discussions to central concerns that focus on migration in Latin America, Individuals and Groups, Social Organization and finally, Human, Natural and Economic Resources.” Furthermore, at the top of that page, for the midterm questions and final questions, there are references to outcomes 1.1, 2.1, 3.1, 2.2, 1.2, 3.2, 3.3, 2.3. This likely refers to the outcomes of the three subgroups. Please rework the assessment plan so that it only addresses the 3 expected learning outcomes (ELO) for the one requested Organizations and Politics subcategory. Please link ELO1 to one (or more—but not too many so as not to make the data gathering unwieldy) embedded question (or other assessment method) that directly speaks to that ELO, namely “Students understand the theories and methods of social scientific inquiry as they apply to the study of organizations and polities.” Then, do the same for ELO 2 and ELO 3. For each assessment method, please provide metric defining student success. (For example, for ELO1, a specific essay question would be graded with a scoring rubric ranking fulfillment of the ELO on a scale from 1 to 4, and if 95% of students achieve level 2 or above, that is deemed to be success.)

- Recommendation:
  - Syllabus:
    - P. 2: Short assignment #5 is actually numbered 1.
- 2. Anthropology 5623 (existing course; requesting GE Social Science—Human, Natural and Economic Resources) unanimously approved with 5 contingencies and 1 recommendation
  - Contingencies:
    - Syllabus:
      - P. 1: Contact hours for course. Please double-check. Course should meet 1:20 hrs twice each week.
      - P. 1: Add GE goals, expected learning outcomes, and a statement explaining how the course will satisfy the stated expected learning outcomes.
      - P. 2: Add weblink for ODS (in statement about disability services).
      - P. 4: Grading scale information includes this statement: “A general guide to how you are doing is: ....” Be more specific about grading scale. The wording “general guide” leads one to think that there may be flexibility in the grading scale.
    - The assessment plan provided is more a course goals assessment plan. Please provide a GE assessment plan (see comments for course above and samples provided previously for other Anthropology courses). Also please do mention how assessment will be archived and explain how course will be improved based on GE data.
  - Recommendation:
    - Syllabus:
      - Headers on all pages refer to 5627. Please change to 5623.
- 3. Anthropology 5625 (existing course; requesting GE Diversity—Global Studies) unanimously

approved with 6 contingencies

-

- Contingencies:
  - Syllabus:
    - P. 1: Add GE goals, expected learning outcomes, and a statement explaining how the course will satisfy the stated expected learning outcomes.
    - P. 2: Add weblink for ODS (in statement about disability services).
    - P. 2: There is a paragraph about additional requirements for Honors students. This should be removed. The course is not an Honors Embedded course and thus there should not be any additional requirements for Honors students.
    - P. 3: Grading scale: At OSU, there is no D-. F should be replaced by E.
  - GE rationale document: Header “Why does this course qualify for GE status in Diversity: International Issues.” The reference to “International Issues” goes back to the old GEC language. Under semesters, the category is “GE Diversity—Global Issues.”
  - GE assessment: Current plan does not clearly link to GE Diversity—Global Studies. Please link plan to ELOs of the GE category (different from course goals). GE assessment plan is different from assessment of student learning. Also please include how GE assessment data will be archived.

4. Anthropology 5602 (existing course; requesting GE Diversity—Global Studies) unanimously approved with 3 contingencies

-

- Contingencies:
  - Syllabus
    - P. 1: Add number of contact hours per week.
    - P. 1: Add GE goals, expected learning outcomes, and a statement explaining how the course will satisfy the stated expected learning outcomes.
  - Assessment plan: Explain how data is archived.

5. Anthropology 3340 (new course; requesting GE Diversity—Global Studies) unanimously approved with 5 contingencies and 2 questions

-

- Contingencies:
  - Concurrence: Request concurrence from College of Public Health (Dean Michael Bisesi).
  - Syllabus:
    - P. 1: Add number of contact hours per week.
    - P. 1: Add GE goals, expected learning outcomes, and a statement explaining how the course will satisfy the stated expected learning outcomes.
    - P. 2: Add weblink for code of student conduct (in paragraph on academic honesty) and ODS (in statement about disability services). See p. 15 of manual:  
[https://ascas.osu.edu/files/ASC\\_CurrAssess\\_Operations\\_Manual.pdf](https://ascas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf)
    - Pp. 5-6: Detailed schedule does not leave room for mid-term.
    - Replace references to “quarter” with “semester.”

- Questions:
  - o Concern: Course seems to focus on DSM. Will ICD criteria developed by World health Organization be included in the course? This would seem appropriate for a course that requests GE Diversity—Global Studies. This is especially the case in week 6.
  - o Are two class sessions during Week 14 necessary for catch-up, wrap-up, and review?

6. Anthropology 3604 (new course) unanimously approved with 2 recommendation/question

-

- Questions/recommendation:
  - o Syllabus: Is intention to not give + or – on grades? It is OK to do that, but Panel wants to make sure that is the intention of the faculty member.
  - o Curriculum map: Update numbers for EEOB 400 and Stat 145 and 245. Those are old quarter numbers.

7. Anthropology 5700 (new course) no vote taken

- Before Panel officially reviews the course, please ask concurrences from the following units: Sociology, International Studies, College of Public Health, College of Nursing, and College of Social Work.

I will return Anthropology 3419, 5623, 5625, 5602, 3340, and 5700 to the Department queue via curriculum.osu.edu so that the points above can be addressed.

If you have any questions about the feedback above, please do not hesitate to contact Professor Pok-sang Lam (Chair of the SBS Panel; cc'd on this e-mail), or me.

My 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>