

**From:** Vankeerbergen, Bernadette  
**To:** [McCauley, Rebecca](#); [Williamson-Miller, Mary](#)  
**Cc:** [Lam, Pok-Sang](#); [Haddad, Deborah](#)  
**Subject:** Speech and Hearing Science 3360  
**Date:** Wednesday, November 19, 2014 9:46:00 AM

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Dear Rebecca and Mary Jo,

On Thursday, November 13, the SBS Panel of the ASC Curriculum Committee reviewed a course request to teach SHS 3360 as a 100% Distance Learning course. I am happy to report that the Panel approved the request with 5 contingencies that I here list:

- Form in curriculum.osu.edu: Option “greater or equal to 50% at a distance” has been selected. Should indicate 100% at a distance.
- Cover letter: typo in last paragraph: “Undergraduate graduate students”—likely “graduate” needs to be removed. If that is not the case, please explain what “undergraduate graduate” refers to.
- Syllabus:
  - P. 2: Reference to “quarter.” Replace with “semester.”
  - P. 2: Further explain relationship between observation hours and the quizzes that need to be taken for passing grade. Does completion of quizzes need to happen for the observation hours to be counted? What constitutes completion of a quiz?
  - Issue of participation: How is participation included in the course grade? There is no grading scale for the course. Might be good to specify a certain percentage for attendance. Then make S/U attached to, for example, minimum of 70 % (or something similar).

I will return the proposal 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

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