

From: Vankeerbergen, Bernadette
To: [Ellawadi, Allison B.](#)
Cc: [Lam, Pok-Sang](#); [Haddad, Deborah](#)
Subject: RE: SHS 6742.03
Date: Thursday, July 20, 2017 11:48:00 AM
Attachments: [image001.png](#)

Dear Allison,

We received a revision to SHS 6742.03 (which was approved with contingencies and recommendations on March 20).

I submitted the revision to the Chair of the Panel, Pok-sang Lam. He would like some additional revisions to be made. I am here pasting the relevant section of his email: "The meeting time issue remains unresolved. The revised proposal now has the class meet 50 minutes a week, for 11 weeks — there is no class in Week 12, as it is used for individual advising. In total, the class meets for 550 minutes. The course is for 1 credit hour. The definition of a credit hour is 750 minutes of formalized teaching. The course thus does not have sufficient formalized teaching for one credit hour. I think SHS could proceed in two ways. First, they could change the meeting time to 68 minutes per week instead. $68 \text{ minutes} \times 11 = 748 \text{ minutes}$ would be approximately 750 minutes. Second, the previous revision indicates that the lecture on Auditory-Verbal Therapy is for two hours. If that is still the intention, they could make it explicit in the syllabus, and then change the meeting time to 63 minutes per week. $120 \text{ minutes} + 63 \text{ minutes} \times 10$ would also be 750 minutes."

I will thus return the course request to the department queue again. If you have any follow-up questions, I would suggest you contact Pok-sang Lam directly (lam.1@osu.edu).

My best,
Bernadette



THE OHIO STATE UNIVERSITY

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From: Vankeerbergen, Bernadette
Sent: Monday, March 27, 2017 12:42 PM
To: Ellawadi, Allison B. <ellawadi.1@osu.edu>
Cc: Lam, Pok-Sang <lam.1@osu.edu>; Haddad, Deborah <haddad.2@osu.edu>
Subject: SHS 6742.03

Dear Allison,

On Monday, March 20, the SBS Panel of the ASC Curriculum Committee re-considered a proposal to change the focus and title of SHS 6742.03.

The Panel unanimously approved the request with two contingencies and five recommendations/comments:

- Contingencies:
 - The summer term is 12 weeks. Explain why the course schedule only includes 11 weeks instead of 12.
 - Clarify the contradictory attendance policy on page 4 of the syllabus. The course policy only lists university recognized absences as excused absences. However, the university attendance policy, which is also on the syllabus, defers to the school or department for establishing attendance policies.

- Comments/Questions:
 - Second sentence of course description says “May-Summer Term.” Change this to “12-week Summer Term.”
 - The Student Affairs Information and the Diversity statement on page 4 of the syllabus are the same. Either remove or revise one of these statements.
 - Both self-reflection papers for the term are due by the 8th week of the term. The panel recommends spreading out the due dates for the reflection papers throughout the term.
 - The panel recommends including the building name and not just the office number for the instructor’s office on the syllabus.
 - Week 9 of the course schedule is listed as the end of the year. The panel is not clear what this means, especially since previous submission of syllabus indicates the end of the year in week 11.

I will return SHS 6742.03 via curriculum.osu.edu in a minute to enable the department to address the points above.

Should you have any questions about the feedback of the Panel, do not hesitate to contact Pok-sang Lam (here cc’d).

My best,
Bernadette



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