

**From:** Vankeerbergen, Bernadette  
**To:** [Ellawadi, Allison B.](#)  
**Cc:** [Lam, Pok-Sang](#); [Haddad, Deborah](#)  
**Subject:** SHS 6742.03  
**Date:** Monday, March 27, 2017 12:41:00 PM  
**Attachments:** [image001.png](#)

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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 8<sup>th</sup> 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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