

From: Vankeerbergen, Bernadette
To: [Johnson, Norman](#)
Cc: [Craigmile, Peter](#); [Haddad, Deborah](#)
Subject: EEOB 5480
Date: Thursday, April 21, 2016 10:36:00 AM
Attachments: [Arabic 2798.01 syllabus 12.23 \(corrected\).doc](#)
[Arabic 2798.01 credit-hour rationale 12.23 \(corrected\).doc](#)
[image001.png](#)

Dear Norman,

On Tuesday, April 19, the Natural and Mathematical Sciences Panel of the ASC Curriculum Committee reviewed a request for a new course: EEOB 5480.

The Panel did not take a vote on the course but would like the following points to be addressed first:

- The proposal contains contradictory information about the dual career aspect of this course. On the one hand, the syllabus mentions in the first paragraph that the course is open to both graduate students and undergraduate students. On the other hand, the “Academic Components” document mentions in more than one place that the primary audience for the course is graduate students. Finally, the document called “Logistical Components” refers to the course as being EEOB 6350 (i.e., a Graduate course). Request to reconcile the different aspects of the proposal.
- Note that the Office of Academic Affairs has set aside specific course numbers for education abroad courses: “x797” for Study at a Foreign Institution and “x798” for Study Tours. If those numbers fit into the numbering scheme used by the Department of EEOB, the Department is encouraged to use one such number.
- Prereqs to the course do not exist. Very likely, EEOB 4498 is supposed to be EEOB 4998. If that is the case, it is consistently misnumbered throughout the proposal (form and all documents). (Also note that the “Logistical Components” document mentions EEOB 3494 instead.) As for EEOB 6220, this course was never submitted by the Department (i.e., it does not exist in the course catalog).
- Provide a more detailed credit hour rationale. Please see the sample credit hour rationale attached for a trip to Morocco. The Dept of Near Eastern Languages and Cultures left a couple of clerical inconsistencies but apart from that the document gives a good idea of what is expected. (Reminder: The guidelines are on pp. 112-113 of the college curriculum handbook http://ascas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf (that is, appendix 5))
- If the course remains at the 5000-level (is both an Undergraduate and a Graduate course), then an updated curriculum map for the EEOB undergraduate major needs to be uploaded. The map should include the new course (in addition to all the courses in the major) and indicate which one(s) of the major program goals the course is designed to meet and at what level.
- Form in curriculum.osu.edu: Remove “Independent Study” from course components.

I will return the course via curriculum.osu.edu in a minute to enable the Department to address the points above.

Should you have any questions about the feedback above, please do not hesitate to contact Peter Craigmile, faculty Chair of the NMS Panel (cc'd here), or me.

Regards,
Bernadette



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