

**From:** Vankeerbergen, Bernadette  
**To:** [Jones, Kay](#); [Wilke, Benjamin](#)  
**Cc:** [Nolen, Dawn](#); [Bitters, Todd](#); [Fink, Steven](#); [Daly, Marymegan](#); [Livesey, Robert](#)  
**Bcc:** [Vaessin, Harald](#)  
**Subject:** New Freshman Seminar "How Architects See: Experiential Studies in Place, Design, and Site Specific Analyses"  
**Date:** Thursday, May 26, 2016 9:37:00 AM  
**Attachments:** [image001.png](#)

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Dear Professors Jones and Wilke,

The ASC Curriculum Committee has reviewed your proposal for a new freshman seminar, "How Architects See: Experiential Studies in Place, Design, and Site Specific Analyses."

I am happy to report that the proposal was approved with one question and three reminders:

- Question: Are there ever any in-class meetings (if so, how long) on top of the visits (how long)?
- Reminders:
  - Since this course will be letter-graded, it will need to be offered under ASC 1137.xx (not 1138.xx, which is a series reserved for S/U freshman seminars). Please also do note that the course will not run under the ARCH course listing (as indicated on the syllabus) but will be an ASC course. Freshman seminars are advertised to incoming freshmen in all colleges. Policies or information specific to KSA should be replaced by information for a wider audience (e.g., references to Knowlton School sanctioned events or Knowlton Student Services on pp. 3-4 of syllabus).
  - Final version of the syllabus should specify that the seminar is worth one semester credit hour and the meetings will be 55 minutes each week.
  - Final version of the syllabus will also need to include a grading scale.

Should you have any questions about the feedback, please feel free to contact Meg Daly, faculty Chair of the ASC Curriculum Committee (cc'd here), or me.

I am also cc'ing Todd Bitters and Dawn Nolen, who both administer the Freshman Seminar program. One of them will be in touch with you for the practical arrangements related to teaching the course.

Congratulations on your new freshman seminar.

Best wishes,  
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>