

**From:** Vankeerbergen, Bernadette  
**To:** [Edwards, Jan](#)  
**Cc:** [Heysel, Garrett](#); [Aski, Janice](#); [Banks, Eva-Marie](#); [Hogle, Danielle N.](#)  
**Subject:** Music 2254  
**Date:** Monday, October 17, 2016 9:54:00 AM  
**Attachments:** [image001.png](#)

---

Professor Edwards,

On Friday, October 7, the Arts and Humanities 1 Panel of the ASC Curriculum Committee considered a proposal for a new course in the School of Music: Music 2254 (with GE Visual and Performing Arts, taught 100% at a distance).

I am happy to report that the Panel approved the course with three comments/questions:

- Where/when are the lectures in the course? Lectures are alluded to, but Panel does not see where they are.
- Update disability statement to “Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614-292-3307, [slds@osu.edu](mailto:slds@osu.edu); [slds.osu.edu](http://slds.osu.edu).”
- Assessment plan: reference to grades—make sure these are grades for the questions & not for the course. Also, SEIs should not be mentioned in GE assessment plan since SEIs do not contain any GE-related questions and thus cannot be used for GE assessment.

I am including a reminder that the GE assessment plan will need to be implemented from the very first offering of the course and GE data gathered. As is the case for all new GE courses, after the second offering of the course, the Assessment Panel of the ASC Curriculum Committee will ask the department to submit an initial report summarizing GE assessment results of those first two offerings (following the format of sections I and II of the Assessment Report Requirement in Appendix 9 of the ASC Curriculum and Assessment Operations Manual [p. 121] [https://ascas.osu.edu/sites/ascas.osu.edu/files/ASC\\_CurrAssess\\_Operations\\_Manual.pdf](https://ascas.osu.edu/sites/ascas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf) ). Our Program Assistant Danielle (hogle.12) can help the School of Music with any aspect of the GE assessment requirement. She will also make sure to contact the unit before the course is offered and provide any assistance that may be needed with assessment. Could you please communicate this information to the faculty member(s)?

Music 2254 will now continue through the approval process.

Should you have any questions about this feedback, do not hesitate to contact Janice Aski (faculty Chair of the Arts and Humanities 1 Panel; cc'd here), or me.

My best,  
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>