

From: Vankeerbergen, Bernadette
To: [Edwards, Jan](#); [Banks, Eva-Marie](#)
Cc: [Heyssel, Garrett](#); [Aski, Janice](#); [Nini, Paul](#); [Hawkins, Julia N.](#); [Oldroyd, Shelby Q.](#); [Vankeerbergen, Bernadette](#)
Subject: RE: Music 3360
Date: Thursday, March 02, 2017 9:09:00 AM
Attachments: [image001.png](#)

Dear Jan and Eva,

Janice Aski, Chair of the Arts and Humanities 1 Panel, has reviewed the revised submission for Music 3360 and approved the course. The course will now be advanced to the Office of Academic Affairs and the Office of the University Registrar.

That said, the GE assessment plan still contains some issues. Foremost, there seems to be a misunderstanding about what indirect assessment entails. Indirect methods basically assess the students' impressions about their own learning in the course with regard to each GE expected learning outcome. Therefore, in the submitted GE assessment plan for Music 3360, only the opinion survey is a valid indirect method. 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 School of Music 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). We recommend that the faculty member(s) in charge of the course consult with the faculty co-chairs of the ASC Assessment Panel for guidance before teaching the course to make sure that the assessment requirements are fully understood: Paul Nini (nini.1@osu.edu) and Julia Hawkins (hawkins.552@osu.edu). I am cc'ing both on this e-mail.

There is another small/technical question about the course. SOM has removed all references to GE Education Abroad and GE Cultures and Ideas in the documents submitted. However, the form in curriculum.osu.edu still has those two GE categories checked off. I can see if I can uncheck these boxes at my level. (That is indeed SOM's intention, right? Could you please confirm?)

My best,
Bernadette



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From: Vankeerbergen, Bernadette
Sent: Tuesday, September 27, 2016 1:30 PM
To: Edwards, Jan <edwards.689@osu.edu>

Cc: Heysel, Garrett <heysel.1@osu.edu>; Aski, Janice <aski.1@osu.edu>; Banks, Eva-Marie <banks.76@osu.edu>

Subject: Music 3360

Dear Professor Edwards,

On Tuesday, September 20, the Arts and Humanities 1 Panel of the ASC Curriculum Committee considered a proposal for a new course, Music 3360 (with GE Visual and Performing Arts, GE Cultures and Ideas, and GE Education Abroad).

The course was unanimously approved with one recommendation and a few contingencies:

- Recommendation: The requested GE Education Abroad is actually not necessary. Indeed, this GE category (Education Abroad) can only be used to fulfill a student's Open Option requirement in the GE, and the Open Option can be fulfilled by any GE category. Thus, a student looking for a class to fulfill 3 credits of Open Option could use Music 2260's GE Cultures and Ideas or GE Visual and Performing Arts to fulfill that Open Option slot. There are plenty of study abroad courses that either have no GE at all or have a GE status that is not GE Education Abroad. Does the School of Music truly want to request GE Education Abroad for Music 3360, since students will not actually need this category to fulfill a GE requirement and it will give more work to the faculty member(s)--with regard to GE assessment, for example.
- Contingencies:
 - Syllabus:
 - P. 1: If indeed this course will fulfill the requirements for GE Education Abroad, then this GE category needs to be listed on p. 1 as well (with the other 2 GE categories).
 - P. 4: Words lacking/alignment issues: 2nd expected learning outcome for GE Cultures and Ideas & 4th bullet point in the middle of the page.
 - P. 6:
 - Grading scale: correct typo: D = 63-66 but E = 65 and below.
 - Absence policy: "Excessive absences (more than two) will result in failure of the course." Consider reducing the grade instead of having students fail the course.
 - GE assessment plan:
 - Keep in mind that the faculty member(s) will need to implement the GE assessment plan for those three GE categories and submit a report after the first two offerings of the course. This might mean much work. The faculty member(s) should try to insert GE assessment in already existing activities/assignments in the course in order to simplify the process/make it easier on themselves. For example, the reflection journal (which is 10% of the final grade) could be used to not only assess ELO7, but also ELOs 5 and 6. See the sample end-of-course reflection assignment prompt that covers all three GE Education Abroad ELOs: p. 83 of the ASC Curriculum and Assessment Operations Manual (or p. 86 if one looks at the pdf pagination https://ascas.osu.edu/sites/ascas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf)
 - Distinction between direct and indirect assessment methods is not always clear. That is, some indirect methods in the plan actually seem like direct methods. (Direct methods assess student performance related to the expected learning outcomes. Examples of direct assessments are course-embedded questions; pre/post test; standardized exams; portfolio evaluation; videotape/audiotape of performance; rubric-based evaluation of

student work. Indirect methods assess opinions or thoughts about student knowledge, skills, attitudes, learning experiences, and perceptions. Examples of indirect measures are student surveys about instruction; focus groups; student self-evaluations.)

- Do not rely on observation for GE assessment/data collection. For example, direct assessment methods for ELOs 2 and 6 would be hard to document for data collection purposes. Use written assessments or audio/visual recordings of student performance.
- The note for ELO7: Remove reference to SEI evaluation since the SEI does not include any questions about GE expected learning outcomes.

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

Best,
Bernadette

PS: Please do note that we are in the process of updating the disability statement in our materials on-line. The Office of Student Life Disability Services has moved so the revised statement will say, "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; slds.osu.edu."



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