

**From:** Vankeerbergen, Bernadette  
**To:** [Nini, Paul](#)  
**Cc:** [Heysel, Garrett](#); [Aski, Janice](#)  
**Subject:** Design 3104, 4104, and 4154  
**Date:** Wednesday, February 01, 2017 9:22:00 AM  
**Attachments:** [image001.png](#)

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Hi Paul,

Last Friday, the Arts and Humanities 1 Panel reviewed course proposals for Design 3104, 4104, and 4154.

Please find below the feedback of the Panel:

Design 3104: unanimously approved with one recommendation

- Most syllabi do not list academic misconduct and disability statements at the end of the syllabus. The panel suggests moving the statements and placing them before the course schedule.

Design 4104: unanimously approved with one contingency and two recommendations.

- Contingency: provide descriptions of what assignments are about as well as length and format. Furthermore, response paper #3 is listed as due on both week 11.1 and week 12.1.
- Recommendations:
  - Most syllabi do not list academic misconduct and disability statements at the end of the syllabus. The panel suggests moving the statements and placing them before the course schedule.
  - An attendance policy is required for an operational syllabus. Please be sure to add an attendance policy before the first course offering.

Design 4154: unanimously approved with one contingency and two recommendations.

- Contingency: provide descriptions of what assignments are about as well as length and format.
- Recommendations:
  - Most syllabi do not list academic misconduct and disability statements at the end of the syllabus. The panel suggests moving the statements and placing them before the course schedule.

- An attendance policy is required for an operational syllabus. Please be sure to add an attendance policy before the first course offering.

I am going to advanced Design 3104 now but will return 4104 and 4154 so that the Dept of Design can address the Panel's feedback for those two courses.

Let us know if you have any questions.

Best,  
Bernadette



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