

**From:** Vankeerbergen, Bernadette  
**To:** [Clark, Jill](#)  
**Cc:** [Lam, Pok-Sang](#); [Fink, Steven](#); [Bitters, Todd](#); [Brown, Trevor](#)  
**Subject:** RE: New First-Year Seminar "Touring the Food System--Thinking Global, Experiencing Local"  
**Date:** Wednesday, March 29, 2017 4:08:00 PM  
**Attachments:** [image001.png](#)

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Dear Jill,

This note to let you know that Pok-sang Lam has reviewed your second revised syllabus and approved all the changes. Your first-year seminar can be offered this Autumn.

I am cc'ing Todd Bitters, who administers the First-Year Seminar program. He will be in touch with you for all the practical arrangements related to teaching the course in the Fall.

Congratulations on your new first-year seminar!

My best,  
Bernadette



THE OHIO STATE UNIVERSITY

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**From:** Vankeerbergen, Bernadette  
**Sent:** Monday, March 27, 2017 1:28 PM  
**To:** Clark, Jill <[clark.1099@osu.edu](mailto:clark.1099@osu.edu)>  
**Cc:** Lam, Pok-Sang <[lam.1@osu.edu](mailto:lam.1@osu.edu)>; Fink, Steven <[fink.5@osu.edu](mailto:fink.5@osu.edu)>; Bitters, Todd <[bitters.4@osu.edu](mailto:bitters.4@osu.edu)>; Brown, Trevor <[brown.2296@osu.edu](mailto:brown.2296@osu.edu)>  
**Subject:** New First-Year Seminar "Touring the Food System--Thinking Global, Experiencing Local"

Dear Professor Clark,

On Monday, March 20, the Social and Behavioral Sciences Panel of the ASC Curriculum Committee considered your proposal for a new first-year seminar, "Touring the Food System--Thinking Global, Experiencing Local."

The Panel unanimously approved the proposed seminar with four contingencies and two comments:

- Contingencies:

- Include the weight of each assignment toward the final grade.
  - Include the standards for what is considered satisfactory and unsatisfactory for this course.
  - Provide the panel with a list of course materials that will be available to students on Carmen.
  - Specify weekly contact hours on the syllabus (110 minutes per week).
- Comments: Panel noticed a couple of typos:
    - The sentence in the course materials section should say, “All additional articles and reports are available **on** Carmen...”
    - Week 5 should say, “Field trip to **Kroger**”

Should you have any questions about this feedback, I encourage you to contact Professor Pok-sang Lam (chair of the Social and Behavioral Sciences Panel; cc'd here), or me.

Please feel free to send a revised syllabus to me, and I will then submit it for final approval.

Best,  
Bernadette



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