

**From:** [Vankeerbergen, Bernadette](#)  
**To:** [Mughan, Anthony](#)  
**Cc:** [Roup, Christina](#); [Haddad, Deborah](#)  
**Subject:** RE: International Studies 4702  
**Date:** Wednesday, May 02, 2018 2:41:00 PM  
**Attachments:** [image001.png](#)

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Dear Tony,

Christina Roup has reviewed the revised syllabus for International Studies 4702 and approved most of the changes. However, there is one area that still needs clarification. On p. 3 in the paragraph on "Attendance" (which in the previous version was the paragraph on "Attendance and Participation"), the following sentence appears, "Failure to sign the attendance sheet could lead to the loss of attendance points." The exact penalty for missing class without a valid excuse should be stated on the syllabus (i.e., the percentage penalty per unexcused absence etc). Students should know what to expect. I will return the course request one more time to enable the faculty member to make this adjustment.

Should there be any questions, I recommend you contact Christina Roup (cc'd here).

Many thanks,  
Bernadette



**THE OHIO STATE UNIVERSITY**

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**From:** Vankeerbergen, Bernadette  
**Sent:** Thursday, April 12, 2018 12:49 PM  
**To:** Mughan, Anthony <mughan.1@polisci.osu.edu>  
**Cc:** Roup, Christina <roup.2@osu.edu>; Haddad, Deborah <haddad.2@osu.edu>  
**Subject:** International Studies 4702

Dear Tony,

On Tuesday, April 10, the Social and Behavioral Sciences Panel of the ASC Curriculum Committee reconsidered a proposal for new course International Studies 4702 (which was first reviewed on 1-9-18; see below).

The Panel unanimously approved the course with one contingency and two recommendations. I here paste the feedback of the Panel:

- Contingency:
  - Clarify attendance, discussion, and participation:
    - P. 2: How is the discussion graded if 60% is said to go toward the discussion *and* the short writing assignments, but the whole 60% is already taken up by the papers (5% x 12 papers)?
    - P. 3: Paragraph on Discussions/Participation: Again, how does in-class discussion get graded?
    - P.3: Paragraph on “Attendance and Participation”: In this paragraph, participation seems to be part of the attendance grade (?)
- Recommendations:
  - What is the online discussion that is being referred to?
  - Recommend adding final exam in schedule.

I will return the course via [curriculum.osu.edu](http://curriculum.osu.edu) in a minute to enable International Studies to address the points above.

If you have any questions about this feedback, please contact Christina Roup (faculty Chair of the SBS Panel; cc'd here), or me.

Best,  
Bernadette



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**From:** Vankeerbergen, Bernadette  
**Sent:** Tuesday, January 16, 2018 3:49 PM  
**To:** Mughan, Anthony <[mughan.1@polisci.osu.edu](mailto:mughan.1@polisci.osu.edu)>  
**Cc:** Roup, Christina <[roup.2@osu.edu](mailto:roup.2@osu.edu)>; Haddad, Deborah <[haddad.2@osu.edu](mailto:haddad.2@osu.edu)>  
**Subject:** Minor in Information Security, International Studies 3702 and 4702

Dear Tony,

On Tuesday, January 9, the Social and Behavioral Sciences Panel of the ASC Curriculum Committee

reviewed a proposal for a new undergraduate minor in Information Security and two new course requests for International Studies 3702 and 4702.

Please find below the feedback of the Panel:

- 1) Minor in Information Security: unanimously approved with three contingencies and one recommendation
  - Contingencies:
    - Prerequisites for CSE 2501 and 4471 core courses as stated in proposal on page 4 on the Minor sheet (format used by International Studies) differ from information in course catalog. Prereqs for 2501 are the following in the course catalog: “1222, 1223, 2231, 214, 222, or 230, and 2321 or Math 366, and Gen Ed Writing Level 2.” Prereqs for 4471 are the following in the course catalog: “2231 and 2321, or 321.” Request to adjust proposal to reflect accurate prereqs (though quarter numbers should no longer be used).
    - P. 6: “No more than one course in it will be allowed to count towards the IS major.” By university rule, any hours above 12 credits should be allowed to double-count with a major (or another minor). Therefore, 4 hours in the proposed minor should be able to count toward the IS major
    - Full approval of the minor is contingent on the full approval of both new IS courses in the minor: 3702 and 4702.
  - Recommendation:
    - P. 6: Typo: “However, it will also be open to all members of Ohio Stater’s undergraduate student body..”
- 2) International Studies 3702: unanimously approved with five contingencies
  - Request concurrence from CSE.
  - Add number of contact hours per week on syllabus.
  - P 1: Change 16 weeks to 14 weeks.
  - P. 2: Provide description of course assignments.
  - P. 3: Clarify what check-in means for attendance.
- 3) International Studies 4702: no vote; the Panel would like the following points to be addressed before voting on the course
  - Some concern about level of difficulty for 4000-level course. Course does not appear to be very challenging.
  - Request concurrence from CSE.
  - Add number of contact hours per week on syllabus.
  - Provide more detailed description of course assignments. Also, there is a lack of specificity in the following statement about papers/presentations: “Students will complete *at least* four writing assignments or presentations . . . ”
  - Include deadlines for assignments.
  - Why list of sample reading assignments on p. 2?

- P. 3: Remove reference to “exams or exam reviews” since there are no exams in this course & consolidate two attendance policies.
- Proofread for typos and some grammar mistakes.

I will return the proposals via [curriculum.osu.edu](http://curriculum.osu.edu) in a minute to enable International Studies to address the points above.

Should you have any questions about this feedback, do not hesitate to contact Christina Roup (faculty Chair of the SBS Panel; cc'd here), or me.

Best,  
Bernadette



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