

From: [Vankeerbergen, Bernadette](#)
To: [Kwiek, Jesse](#)
Cc: [Daniels, Charles](#); [Haddad, Deborah](#)
Subject: Microbiology 4000.02
Date: Monday, February 05, 2018 4:04:00 PM
Attachments: [image001.png](#)

Dear Jesse,

On Thursday, February 1, the Natural and Mathematical Sciences Panel of the ASC Curriculum Committee reviewed Microbiology 4000.02 (the hybrid version of Microbiology 4000.01, an existing course with GE Natural Science-Biological Science).

The panel approved the course with the following contingencies:

- Form in curriculum.osu.edu:
 - In exclusions, add Microbiology 4000.
 - Question: Did department mean for the info to not be electronically enforced?
 - Uncheck master's for intended rank. Though master's students may be able to take the course, an undergraduate course should not be marked as *intended* for that population.
- Syllabus for hybrid course:
 - P. 1: Refer to College of Arts and Sciences (instead of Colleges of Arts and Sciences). Specify the full GE category & subcategory: Natural Science-Biological Science. GE goals and expected learning outcomes on syllabus appear to be a slightly older version. Most up-to-date language is available here <https://ascas.osu.edu/curriculum/ge-goals-and-learning-outcomes#Natural%20Science>
 - P. 4: Under "Necessary software": There is an incomplete sentence: "Office 365 is installed within your BuckeyeMail account. Full instructions for A"
 - P. 6:
 - Suggestion to personalize "Student participation requirements": e.g., expectations of how long one needs to be online; what constitutes participation.
 - First bullet point under "Course requirements for online Lecture and in-person Lab": Remove "for successful completion of this course." The second sentence should simply say, "Lab attendance is mandatory."
 - Third bullet point under "Course requirements for online Lecture and in-person Lab": Reconsider the following sentence, "The credit is provided for the completion of the assignment and not the correctness . . ." It might be better to talk about "good faith completion" (to make certain that students put effort into completing the LearnSmart questions).
 - P. 8: Under "Policies for this online course"/"Written assignments": Remove the choice language [MLA/APA/?].
 - P. 11: Boilerplate language:
 - There is no need for two disability statements. Request to remove second one and update the first one to the most complete version: see p. 14 of the ASC Curriculum and Assessment Operations Manual https://ascas.osu.edu/sites/ascas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf
 - "Your mental health statement": Encourages students to contact the College of Pharmacy Office of Students Services. This must be a cut-paste oversight as ASC departments would never refer students to an office of student services in another college. The paragraph also refers to "the quarter."
- GE assessment plan: The plan included in the proposal is more about student grades and course content than GE expected learning outcomes. Read information pp. 64-66 of ASC Curriculum and Assessment Operations Manual. Use template in manual and present information by expected learning outcome. (Also, "GEC" should be replaced by "GE".)

I will return the course via curriculum.osu.edu in a minute to enable the department to make the necessary changes.

Should you have any questions about the feedback of the Panel, please feel free to contact Chuck Daniels.

My best,
Bernadette



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