

**From:** [Oldroyd, Shelby Q.](#)  
**To:** [Lowry, Debra](#); [Simmons, Clare](#)  
**Cc:** [Aski, Janice](#); [Vankeerbergen, Bernadette](#); [Heysel, Garrett](#)  
**Subject:** English 4321  
**Date:** Thursday, March 1, 2018 8:28:00 AM

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Dear Professors Lowry and Simmons,

On Tuesday, February 20, the Arts and Humanities 1 Panel of the ASC Curriculum Committee reviewed a new course proposal for English 4321.

The Panel unanimously approved the request with two contingencies and three recommendations:

- Recommendation: Include complete bibliographic information for required texts and indicate where to buy texts or access texts online.
- Recommendation: Fix an inconsistency in the attendance policy on page 2 of the syllabus that states, “students are allowed to miss 3 classes without penalty” and later says that three absences will result in the reduction of a grade letter.
- Contingency: The criteria for the assignments is unclear to the Panel. Most assignments say, “See handout for further details.” The Curriculum and Assessment Operations Manual requires that “information about the length, and format of all papers, homework, laboratory assignments, and examinations” be provided with the syllabus.
- Contingency: Two syllabi are required for repeatable courses. Provide a second sample syllabus.
- Recommendation: The committee was challenged to understand the role of the images on the syllabus. Would the meaning of these images be clear to students? The Panel suggests making changes to the images; for example, the images might be captioned, or adjustments may be made to any distortions to the images, which may be misleading to students.

I will return English 4321 to the department queue via [curriculum.osu.edu](http://curriculum.osu.edu) in order to address the Panel’s requests.

Should you have any questions about the feedback of the Panel, please feel free to contact Janice Aski (faculty Chair of the A&H 1 Panel; cc’d on this e-mail), or me.

Best wishes,  
Shelby

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