

From: [Vankeerbergen, Bernadette](#)
To: [Kline, Susan](#)
Cc: [Butte, Kylie](#); [Haddad, Deborah](#); [Roup, Christina](#)
Subject: Communication 3404
Date: Tuesday, February 27, 2018 9:47:00 AM
Attachments: [image001.png](#)

Susan,

As you know, last week the SBS Panel approved the course change for Communication 3404 (request for online delivery). I am here cutting/pasting the recommendations brought up during the meeting:

- Hybrid course syllabus: P. 1:
 - Wording issue: Bottom of page contains a statement that the course is fully online: “This course is entirely online but will have a weekly synchronous meeting.” This sentence should be adjusted for a hybrid course.
 - This syllabus does not contain an academic misconduct statement.
- For both syllabi (hybrid and fully online): Add statement about expectations regarding exams: i.e., work independently (if that indeed is the expectation).

I have a question for you. During the Panel meeting, you indicated that the hybrid version of the course will be taught less than 50% online. However, for the hybrid version, the option “Greater or equal to 50% at a distance” was selected by the School of Communication on the form in curriculum.osu.edu. Would you like me to correct this to “Less than 50% at a distance” before I advance the course? I will wait to hear back from you. Thank you for letting me know.

My best,
Bernadette



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