

From: [Vankeerbergen, Bernadette](#)
To: [Martinez, Glenn A.](#); [Sieber, Patricia](#); [Jones, Tia](#)
Cc: [Taleghani-Nikazm, Carmen](#); [Heysel, Garrett](#)
Subject: Translation and Interpretation Certificate & CLLC 5100, 5101, 5102, 5103
Date: Monday, April 1, 2019 12:40:00 PM
Attachments: [image001.png](#)

Dear Glenn, Patricia, and Tia,

On Wednesday, March 20, the Arts and Humanities 2 Panel of the ASC Curriculum Committee reviewed a proposal for a new Certificate in Translation and Interpretation as well as new course requests for CLLC 5100, 5101, 5102, and 5103.

Please find below the feedback of the Panel:

CLLC 5100: unanimously approved with recommendations:

- Form in curriculum.osu.edu:
 - Please include appropriate prereq on form in curriculum.osu.edu. Syllabus states that a minimum proficiency level of intermediate high in a second language will be needed. This should be “translated” into prerequisites that can be implemented by the Registrar’s Office. *(Please let me know which prereq exactly you would like to have included in the prereq box. I will wait to hear from you before I advance the course.)*
 - Subsidy level for a 5000-level course should be doctoral. (I have made that change for you.)
 - Remove freshman and sophomore as intended rank. Indeed, the Graduate School does not consider that 5000-level courses are intended for freshmen and sophomores (and consequently they would send back the course if we were to advance it as such). (I have made that change for you.)

CLLC 5101: unanimously approved with recommendations:

- Form in curriculum.osu.edu:
 - Please include appropriate prereq on form in curriculum.osu.edu. Syllabus states that all students should have achieved a sufficient level in a language other than English that will allow them to translate complex documents from and into English. This should be “translated” into prerequisites that can be implemented by the Registrar’s Office. *(Please let me know which prereq exactly you would like to have included in the prereq box. I will wait to hear from you before I advance the course.)*
 - Subsidy level for a 5000-level course should be doctoral. (I have made that change for you.)
 - Remove freshman and sophomore as intended rank. (I have made that change for you.)

CLLC 5102: unanimously approved with recommendations/question:

- Form in curriculum.osu.edu:
 - Subsidy level for a 5000-level course should be doctoral. (I have made that change for you.)
 - Remove freshman and sophomore as intended rank. (I have made that change for you.)
- Comparative Studies 3302 seems to be very similar to CLLC 5102. Why create a new course? If

it is created, shouldn't the certificate ask students not to take both? (*The Panel Chair will wait to hear from you before the course is advanced.*)

CLLC 5102: unanimously approved with contingencies:

- Form in curriculum.osu.edu:
 - Please include appropriate prereq on form in curriculum.osu.edu.
 - Remove freshman and sophomore as intended rank.
- Are there actual classes (i.e., are there group meetings?) or is this mostly an independent practicum? There are contradictory elements in the syllabus. Likewise, there is some boilerplate included in the syllabus that does not seem to pertain to the actual class. There is a statement that assignments are due at the beginning of each class period, but we don't know what any of the assignments might be. Another paragraph discusses quizzes taken in class, but it is doubtful that there are actual quizzes for this course. (The bottom of p. 1 indicates that students meet once a week with their instructor—actually, there is a verb missing in that sentence, but the panel assumes that that is what is meant. However, it is not clear whether it's a one-on-one meeting in the instructor's office, or if this is an actual class.) In sum, some of the course elements seems to have been lifted from another course syllabus. The panel would like to see a clearer document. Either this is a course with a group/class that meets on a regular basis (with quizzes etc) & then the course should be described with appropriate grading information and a weekly schedule. Or if this is an independent practicum with individual in-person meetings with instructor, and if there is no "standard syllabus" for such an experience, it would be best to include a document that describes the types of practicums, possible work involved, specific examples of organizations in Columbus (or beyond) or projects that might be linked to the practicum, etc—instead of the current syllabus.
- If the experience is the latter, should it be graded S/U?

Translation and Interpretation Certificate: unanimously approved with contingencies (presented in the order in which they appear in the document):

- The document states that this is a Type 1 certificate. Request to specify whether it's 1a or 1b or both. Does CLLC also want this to be a certificate #2 (i.e., post-baccalaureate)? It might be good to have this open to people outside the university.
- Include desired implementation semester.
- Identify similar programs at other universities.
- Provide prospective enrollment: that is, expected enrollment in the first year & how much that number is expected to increase in the next 4 years or so.
- Comparative Studies 3302 seems to be very similar to CLLC 5102. Should the certificate ask students not to take both?
- P. 3: Human resources:
 - Clarissa Surek-Clark is referred to as being from English/Sociology. However, she is mentioned on the SPPO website, but not the English Department website. So should that say SPPO/Sociology?
 - Julie McGory should have Dr in front of her name.
- P. 5: Working languages:
 - Comparative Studies 3302 is mistakenly referred as 3301.

- Should German be listed in the open-ended list?
- Advising sheet: In the right column, there is a statement, “Students should consult with advisor(s) before selecting any courses marked with * . . .” However, there are no courses marked with an asterisk. So it is not clear what this refers to.
- The completion sheet (to be filled out) states under Elective courses: “In addition, students will select two more courses (6 credits) from among those listed below.” However, no courses are listed below. On the contrary, two courses need to be listed by the student/advisor.
- Approval of certificate is also contingent on full approval of CLLC 5103.

I will return the certificate and CLLC 5103 via curriculum.osu.edu in a minute to enable the unit to address the points above. If you would like the certificate to be reviewed at the last ASC Curriculum Committee meeting of the semester, please resubmit the certificate and CLC 5103 within one week (i.e., no later than Monday, April 8). As for CLLC 5100, 5101, and 5102, I will wait to hear from you before advancing those courses.

Should you have any questions about the feedback above, do not hesitate to contact Carmen Taleghani-Nikazm, Chair of the Arts and Humanities 2 Panel, or me.

My best,
Bernadette



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