

**From:** [Oldroyd, Shelby Q.](#)  
**To:** [Elmore, Bartow J.](#); [Heikes, Jacklyn C.](#)  
**Cc:** [Crocetta, Alison](#); [Horn, David](#); [Vankeerbergen, Bernadette](#); [Heysel, Garrett](#)  
**Subject:** History 2204, 3270, and 3310  
**Date:** Wednesday, July 15, 2020 4:55:00 PM

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Good afternoon,

On Friday, June 26, the ASC Curriculum Committee reviewed proposals to offer distance learning versions of History 2204, 3270, and 3310. Please find below the Committee's feedback for these courses.

- History 2204 - approved with one recommendation:
  - Include information on the final exam (e.g. format, proctoring, etc.)
- History 3270 - approved with two recommendations:
  - Include information on the final exam (e.g. format, proctoring, etc.)
  - Syllabus includes the goals and ELOs for GE Global Studies, but the course does not have approval for this category.
- History 3310 – approved with two contingencies and four recommendations:
  - Contingency: Change “PC (Windows 7+) under necessary equipment section. Windows 7 is no longer supported.
  - Contingency: The format of the online discussions is not clear from the syllabus. Is it strictly a written response or is there an expectation to record or upload videos or presentations with audio narration, as is listed under necessary skills? It is also unclear if “collaborating in CarmenWiki” is used for the course as well.
  - Recommendation: CarmenZoom should be listed as a necessary technical skill if it is used as a contact option.
  - Recommendation: There is no suggestion or requirement for the formatting of papers (e.g. Word, PDF, etc.). Carmen sometimes alters formatting of documents that are not submitted as a PDF.
  - Recommendation: There is a “?” in the citation style section that appears to be a typo.
  - Recommendation: It is not clear if the six required books are available only in print or if they are available electronically.

I will return History 3310 to the department queue via curriculum.osu.edu in order to address the Committee's requests.

History 2204 and 3270 have already been advanced through the approval process.

Should you have any questions about the feedback of the Committee, please feel free to contact Alison Crocetta (faculty Chair of the ASC Curriculum Committee; cc'd on this e-mail), or me.

Best wishes,  
Shelby

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