

**From:** [Oldroyd, Shelby Q.](#)  
**To:** [Elmore, Bartow J.](#); [Heikes, Jacklyn C.](#)  
**Cc:** [Crocetta, Alison](#); [Vankeerbergen, Bernadette](#); [Horn, David](#); [Levi, Scott](#); [Heysel, Garrett](#)  
**Subject:** History 1211, 2231, 2301, 2704, 3030, 3302, and 4125  
**Date:** Wednesday, August 12, 2020 3:07:00 PM  
**Attachments:** [ASCC DL Rationale Request - History 8-7-20 ASCC.docx](#)  
[Feedback to History Department - ASCC 8-7-20.docx](#)

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Good afternoon,

On Friday, August 7, the ASC Curriculum Committee reviewed proposals to offer distance learning versions of History 1211, 2231, 2301, 2704, 3030, 3302, and 4125.

History 1211, 2231, 2301, 2704, 3030, and 3302 were unanimously approved by the Committee with contingencies and recommendations. The Committee did not vote on History 4125 as they would like the points outlined in the feedback addressed before voting. For your convenience, I am cutting/pasting the feedback underneath my email as well attaching it as a separate Word document. I am also attaching a letter from Alison Crocetta, faculty Chair of the ASC Curriculum Committee, regarding the contingency to provide a curricular rationale for requesting distance-learning status for these courses.

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

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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- History 1211 (existing course with GE Historical Study and GE Diversity-Global Studies; request for 100% DL)
  - **Provide a more thorough curricular rationale for requesting 100% distance-learning status. Please see the attached DL Rationale Request Letter for more information regarding this contingency.**
  - **The syllabus is from Spring 2020. Provide an updated syllabus.**
  - **The syllabus includes outdated technology language (e.g. Windows 7 is no longer supported) and includes unnecessary technical skill language. Adjust the technology language.**
  - *The late assignment policy could be clarified. For example, what if a student has an issue emerge within three days of the due date?*

- *The assessment plan appears to be outdated and incomplete. The department should develop an assessment plan that is specific to the course rather than the generic assessment plan.*
- Unanimously approved with **three contingencies** (in bold above) and *two recommendations* (in italics above)
- History 2231 (existing course with GE Historical Study and GE Diversity-Global Studies; request for 100% DL)
  - **Provide a more thorough curricular rationale for requesting 100% distance-learning status. Please see the attached DL Rationale Request Letter for more information regarding this contingency.**
  - **The syllabus is from Autumn 2019. Provide an updated syllabus.**
  - **The syllabus includes outdated technology language (e.g. Windows 7 is no longer supported) and includes unnecessary technical skill language. Adjust the technology language.**
  - *The late assignment policy could be clarified. For example, what if a student has an issue emerge within three days of the due date?*
  - *The assessment plan appears to be outdated and incomplete. The department should develop an assessment plan that is specific to the course rather than the generic assessment plan.*
  - Unanimously approved with **three contingencies** (in bold above) and *two recommendations* (in italics above)
- History 2301 (existing course with GE Historical Study; request for 100% DL)
  - **Provide a more thorough curricular rationale for requesting 100% distance-learning status. Please see the attached DL Rationale Request Letter for more information regarding this contingency.**
  - **The syllabus includes outdated technology language (e.g. Windows 7 is no longer supported) and includes unnecessary technical skill language. Adjust the technology language.**
  - *Typo: the syllabus says “PSU site license for Microsoft office...” instead of “OSU site license”*
  - *The disability statement should be in 16 point font.*
  - *Eliminate the percentages under the “points” category if total is 100 points.*
  - *The assessment plan includes GE Diversity: Global Studies, which this course does not have status for.*
  - Unanimously approved with **two contingencies** (in bold above) and *three recommendations* (in italics above)
- History 2704 (existing course with GE Historical Study and GE Diversity-Global Studies; request for 100% DL)
  - **Provide a more thorough curricular rationale for requesting 100% distance-learning status. Please see the attached DL Rationale Request Letter for more information regarding this contingency.**
  - **The syllabus is from Autumn 2019. Provide an updated syllabus.**
  - **The syllabus includes outdated technology language (e.g. Windows 7 is no longer supported) and includes unnecessary technical skill language. Adjust the technology language.**
  - *Eliminate the percentages under the “points” category if total is 100 points.*
  - *The assessment plan appears to be outdated and incomplete. The department should develop an assessment plan that is specific to the course rather than the generic assessment plan.*
  - Unanimously approved with **three contingencies** (in bold above) and *two*

*recommendations* (in italics above)

- History 3030 (existing course with GE Historical Study; request for 100% DL)
  - **Provide a more thorough curricular rationale for requesting 100% distance-learning status. Please see the attached DL Rationale Request Letter for more information regarding this contingency.**
  - **The syllabus is from 2019. Provide an updated syllabus.**
  - **The syllabus includes outdated technology language (e.g. Windows 7 is no longer supported) and includes unnecessary technical skill language. Adjust the technology language.**
  - *The assessment plan appears to be outdated and incomplete. The department should develop an assessment plan that is specific to the course rather than the generic assessment plan.*
  - Unanimously approved with **three contingencies** (in bold above) and *one recommendation* (in italics above)
- History 3302 (existing course with GE Historical Study and GE Diversity-Global Studies; request for 100% DL)
  - **Provide a more thorough curricular rationale for requesting 100% distance-learning status. Please see the attached DL Rationale Request Letter for more information regarding this contingency.**
  - **The syllabus includes outdated technology language (e.g. Windows 7 is no longer supported) and includes unnecessary technical skill language. Adjust the technology language.**
  - *A group project is mentioned on page 8, but it is not clear where this is actually used in the syllabus. This should be clarified in the final syllabus.*
  - *Typo in syllabus (bottom of page 12 "shot" should likely be "short")*
  - *No information regarding the structure or format of the midterm and final exam is given, aside from the date. There is also no information regarding the handling of missed exams. This should be clarified on the final syllabus.*
  - Unanimously approved with **two contingencies** (in bold above) and *three recommendations* (in italics above)
- History 4125 (existing course requesting 100% DL)
  - Provide a more thorough curricular rationale for requesting 100% distance-learning status. Please see the attached DL Rationale Request Letter for more information regarding this contingency.
  - The syllabus includes outdated technology language (e.g. Windows 7 is no longer supported) and includes unnecessary technical skill language. Adjust the technology language.
  - It is unclear if the online discussions are asynchronous.
  - What are the policies for missed assignments?
  - The 6<sup>th</sup> textbook says that the book “should be online, but it’s not.” Where should students access the book?
  - **No vote**