

From: [Oldroyd, Shelby Q.](#)
To: [Xiao, Ningchuan](#); "[ettlinger.1@osu.edu](#)"
Cc: [Kline, Susan](#); [Vankeerbergen, Bernadette](#); [Haddad, Deborah](#)
Subject: RE: Geography 5201
Date: Wednesday, October 28, 2020 10:17:00 AM

Dear Professors Xiao and Ettlenger,

On Monday, October 12, the Social and Behavioral Sciences Panel of the ASC Curriculum Committee reviewed a course change proposal for Geography 5201.

The Panel did not vote on the proposal as they would like the following points addressed:

- The department did not add readings to the schedule. Readings are a required syllabus element, and the Panel cannot evaluate the proposal without the readings.
 - If there is a concern about full citations making the schedule table too long, the full citations can be included at the end of the syllabus and abbreviated references can be included in the schedule.
- It is still unclear to the Panel which components of the course are in-person and which are online for the hybrid option.
- The Panel suggests using the ODEE syllabus template.
- Comments on grading:
 - There is no standard OSU grading scale.
 - The section on grading includes the following comment: Your final grade as seen on the course website will be rounded to the nearest whole number (e.g. an 89.49 is a B+ while an 89.50 is an A) before being submitted to the University Registrar at the end of the semester.
 - An 89.50 would be an A- according to the grading scale provided.

I will return Geography 5201 to the department queue via 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 Susan Kline (faculty Chair of the SBS Panel; cc'd on this e-mail), or me.

Best wishes,
Shelby

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From: Oldroyd, Shelby Q.
Sent: Thursday, September 24, 2020 5:08 PM
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Cc: [Kline, Susan <kline.48@osu.edu>](mailto:kline.48@osu.edu); [Vankeerbergen, Bernadette <vankeerbergen.1@osu.edu>](mailto:vankeerbergen.1@osu.edu); [Haddad, Deborah <haddad.2@osu.edu>](mailto:haddad.2@osu.edu)
Subject: Geography 3801, 5103, 5200, 5201, 5210, 5212, and 6020

Dear Professors Xiao and Ettlenger,

On Monday, September 14, the Social and Behavioral Sciences Panel of the ASC Curriculum Committee reviewed course proposals for Geography 3801, 5103, 5200, 5201, 5210, 5212, and 6020. Please find below the Panel's feedback for these courses.

1. Geography 3801 (new course) approved with three recommendations:
 - Should the catalog course description say 1970s instead of 1790s? Please clarify, and our office can adjust this before advancing if needed.
 - Grading scale on page 5 of the syllabus: remove the "Standard OSU grading scale" description. OSU does not have a standard grading scale.
 - Reminder: adjust the course schedule for the new Spring 2021 schedule.
2. Geography 5103 (course change; existing course requesting 100% DL) approved with two recommendations:
 - The syllabus includes the following statement regarding academic integrity: I believe that teamwork is a crucial skill for today's workforce. Therefore, I encourage you to work together on homework assignments. You may set up online groups and Zoom meetings to facilitate group work and interactions. There is a fine line between cooperative work and copying from one another.
 - The Panel felt that this might be too flexible, and the instructor may want to add clarifying language for students. They suggest having a very clear policy on what types of interactions are permitted.
 - The prerequisite in the syllabus and on curriculum.osu.edu differ. Consider updating the prerequisite on curriculum.osu.edu to match what is in the syllabus or change what is in the syllabus to match what is on curriculum.osu.edu. Our office can adjust this before advancing if needed.
3. Geography 5200 (course change; existing course requesting 100% DL) approved with two contingencies:
 - Specify where to access labs and lectures. For example, this could be included as links in the schedule or as a short statement in the "pace of online activities" section. (e.g. "There will be a lab each week. They can be accessed via "method of access," and they will take approximately X minutes.")
 - The number of labs needs to be clarified. 9 labs are included in the grades section, but the lab description on page 6 says there will be 10 labs.
4. Geography 5201 (course change; existing course requesting 100% DL and hybrid delivery) The Panel did not vote on the proposal as they would like the following points addressed:
 - There are many inconsistencies in the online and hybrid syllabi. The syllabi seem to contain information relevant to the in-person course (e.g. the description of exams for the online syllabus says exams will be taken in the normal classroom at the regular class time, but the course is fully online and asynchronous). The online component of the hybrid option is not made clear in the syllabus.
 - Specify where to access labs and lectures. For example, this could be included as links in the schedule or as a short statement in the course description section. (e.g. "There will be a lab each week. They can be accessed via "method of access," and they will take approximately X minutes.")
 - Include all readings and page numbers for readings. Some of the readings are not stated and some do not include page numbers (e.g. "Lecture readings" should specify what the reading is and the page numbers).
 - The Panel recommends using the ODEE template for the online and in-person syllabus, as it addresses the most important aspects of DL course syllabi.
5. Geography 5210 (course change; existing course requesting 100% DL) approved with one contingency and one recommendation:
 - Contingency: Specify where to access labs and lectures. For example, this could be included as links in the schedule or as a short statement in the "pace of online activities" section. (e.g. "There will be a lab each week. They can be accessed via "method of access," and they will take approximately X minutes.")
 - Recommendation: The syllabus states that the textbook is not required but lists

readings from the textbook. Are these recommended readings? Will the readings be provided if they are required?

6. Geography 5212 (course change; existing course requesting 100% DL) approved with two contingencies and one recommendation:
 - Contingency: Specify where to access labs and lectures. For example, this could be included as links in the schedule or as a short statement in the “pace of online activities” section. (e.g. “There will be a lab each week. They can be accessed via “method of access,” and they will take approximately X minutes.”)
 - Contingency: The number of labs needs to be clarified. 12 labs are included in the grades section, but the lab description on page 7 says there will be 10 labs.
 - Recommendation: The prerequisite in the syllabus includes permission of instructor, and the prerequisite on curriculum.osu.edu does not. Consider updating the prerequisite on curriculum.osu.edu to match what is in the syllabus or change what is in the syllabus to match what is on curriculum.osu.edu.
7. Geography 6020 (new course) approved without contingencies or recommendations

I will return Geography 5200, 5201, 5210, and 5212 to the department queue via curriculum.osu.edu in order to address the Panel’s requests.

Geography 6020 will continue through the approval process. Geography 3801 and 5103 will continue through the approval process after receiving clarification on the course description for 3801 and the prerequisite for 5103.

Should you have any questions about the feedback of the Panel, please feel free to contact Susan Kline (faculty Chair of the SBS Panel; cc’d on this e-mail), or me.

Best wishes,
Shelby

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