

**From:** [Oldroyd, Shelby Q.](#)  
**To:** [Nini, Paul](#)  
**Cc:** [Steinmetz, Brad](#); [Vankeerbergen, Bernadette](#); [Hilty, Michael](#)  
**Subject:** Design 3105, 3305, and 3505  
**Date:** Friday, February 12, 2021 5:02:00 PM

---

Dear Paul,

On Wednesday, February 3 the Arts and Humanities 1 Panel of the ASC Curriculum Committee reviewed a new course proposal for Design 3105, 3505, and 3305. Please find below the Panel's feedback for these courses.

1. Design 3105 (existing course requesting 100% DL) approved with three recommendations:
  - The course calendar submitted was for an 8-week course but the course change sheet submitted to curriculum.osu.edu only mentions they would like this course to be offered as a 14- or 12-week course. The Panel recommends reviewing the course change sheet to determine what lengths this course is to be offered and to make the necessary changes to the course change sheet found on curriculum.osu.edu. Our office can make this change before advancing.
  - On page 1, under the Format section, the syllabus mentions that this course has 2 hours and 40 minutes and instructional hours per week which is the amount for a typically 14-week course and not the proposed 8-week course. The Panel recommends changing this to the correct amount of instructional hours.
  - On page 7 of the syllabus, the Safe University Escort Service is referenced and link to. This service is not defunct and has been replaced by the "Lyft Ride Smart at Ohio State" service. Additional information can be found at <https://ttm.osu.edu/ride-smart>.
2. Design 3305 (existing course requesting 100% DL) approved with three recommendations:
  - The course calendar submitted was for an 8-week course but the course change sheet submitted to curriculum.osu.edu only mentions they would like this course to be offered as a 14- or 12-week course. The Panel recommends reviewing the course change sheet to determine what lengths this course is to be offered and to make the necessary changes to the course change sheet found on curriculum.osu.edu. Our office can make this change before advancing.
  - On page 1, under the Format section, the syllabus mentions that this course has 2 hours and 40 minutes and instructional hours per week which is the amount for a typically 14-week course and not the proposed 8-week course. The Panel recommends changing this to the correct amount of instructional hours.
  - On page 7 of the syllabus, the Safe University Escort Service is referenced and link to. This service is not defunct and has been replaced by the "Lyft Ride Smart at Ohio State" service. Additional information can be found at <https://ttm.osu.edu/ride-smart>.
3. Design 3505 (existing course requesting 100% DL) approved with one contingency:
  - Please add the required statement on academic misconduct. The statement can be found on the ASC Curriculum and Assessment Services website at <https://ascas.osu.edu/curriculum/syllabus-elements>.

I will return Design 3505 to the department queue via curriculum.osu.edu in order to address the Panel's requests.

Once we receive confirmation regarding the course length selections for Design 3105 and 3305, we will advance the courses to the next step in the approval process.

Should you have any questions about the feedback of the Panel, please feel free to contact Brad Steinmetz (faculty Chair of the A&H1 Panel; cc'd on this e-mail), or me.

Best wishes,

Shelby

**Shelby Oldroyd**

Curriculum and Assessment Assistant

**College of Arts and Sciences**

154E Denney Hall, 164 Annie & John Glenn Ave.

Columbus, OH 43210

Phone: 614-292-6248

<http://ascas.osu.edu>