

From: [Hilty, Michael](#)
To: [Heikes, Jacklyn C.](#); [Elmore, Bartow J.](#)
Cc: [Lam, Pok-Sang](#); [Vankeerbergen, Bernadette](#)
Subject: History 3013, 3312 and 1682
Date: Tuesday, March 9, 2021 8:49:00 AM
Attachments: [image001.png](#)

Good Morning,

On Friday, February 26th, the Assessment Panel of the ASC Curriculum Committee reviewed distance-learning proposals for History 3013, 3312 and 1682. Please find below the Panel's feedback for these courses.

- History 3013 (DL proposal) unanimously approved with four recommendations:
 - **Recommendation:** On page 2 of the syllabus, under "General education goals and expected learning outcomes", only the goal is listed. Please also include the GE ELOs.
 - **Recommendation:** On page 5 of the syllabus under "Grading Scale", please provide a grading scale that reflects the number of points or a percentage that a student must earn to be awarded a specific letter grade.
 - **Recommendation:** The course is mentioned having a prerequisite of English 1110.xx on the curriculum.osu.edu course change sheet submitted, but this prereq is not listed in the syllabus. The Panel recommends adding this to the syllabus.
 - **Recommendation:** On page 1 of the syllabus, Email Office hours are mentioned. The Panel suggests clarifying how office hours will be conducted, as they are unclear whether this is a time where the instructor will be available via email or if this is a time period the instructor is available for synchronous sessions with students.
- History 3312 (DL proposal) was not voted on as the Panel would like the following point addressed:
 - The Panel requests a resubmission be uploaded of this file as it appears to be a draft syllabus that may have uploaded erroneously given the document is difficult-to-read and constructed using primarily the track changes feature.
- History 1682 (DL proposal) was not voted on as the Panel would like the following point addressed:
 - The Panel feels as if the course has not been scaled properly for a 7-week course and requires the direct instruction hours to go from three hours to six hours in order to be in-line with credit hour standards. They would like to see additional information about how this course meets the proper hours of direct instruction required for a seven-week course.

I will return History 3312 and 1682 to the department queue via curriculum.osu.edu in order to address the Panel's requests while History 3013 will continue through the approval process.

Should you have any questions about the feedback of the Panel, please feel free to contact Pok-Sang Lam (faculty Chair of the Assessment Panel; cc'd on this e-mail), or me.

Best,
Michael



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