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**To:** [Elmore, Bartow J.](#); [Heikes, Jacklyn C.](#)  
**Cc:** [Lam, Pok-Sang](#); [Vankeerbergen, Bernadette](#); [Hilty, Michael](#)  
**Subject:** History 3312 and 3501  
**Date:** Wednesday, April 21, 2021 12:47:00 PM

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Good afternoon,

On Friday, April 9, the Assessment Panel of the ASC Curriculum Committee reviewed course change proposals for History 3312 and 3501. Please find below the Panel's feedback for these courses.

1. History 3312 (existing course with GE Historical Study; request for 100% DL) (return) – approved with three recommendations:
  - Indicate whether the quizzes and exams are open note. There is information indicating they must be done independently, but it is not clear if students can use any course materials.
  - Clarify office hour arrangements (i.e., how students access office hours virtually)
  - Provide a grading scale on final syllabus
2. History 3501 (existing course with GE Historical Study; request for 100% DL) – approved with four recommendations:
  - Page 9 of the syllabus says, “weekly quizzes are included as self-checks without points attached.” Quizzes are also included in the grading breakdown. It is unclear if these are separate quizzes. The Panel recommends clarifying this before offering.
  - It's unclear if this course is asynchronous with optional synchronous sessions or if the course is synchronous with lectures recorded for students who are unable to attend synchronously. Optional live sessions are mentioned on page 8 of the syllabus. It is unclear if these are additional sessions or if these are lectures that will be recorded.
  - The Panel recommends including more information on academic integrity (e.g., if quizzes/exams are open note, if students can seek outside help, etc.) for individual assignments, as additional clarity can be useful for online courses.
  - On page 7 of the syllabus, under the Title IX section, it is recommended that Kellie Brennan be removed as she is no longer the Title IX Coordinator. The updated language can be found on the ASC Curriculum and Assessment Services website and in their Operations Manual. <https://ascas.osu.edu/curriculum/syllabus-elements>

History 3312 and 3501 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 wishes,  
Shelby

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