

From: [Vankeerbergen, Bernadette](#)
To: [Podalsky, Laura](#); [Martinez, Glenn A.](#); [Sanabria, Rachel](#)
Cc: [Wilson, Luke](#); [Hilty, Michael](#); [Vankeerbergen, Bernadette](#)
Subject: Spanish in Health Care & Human Services Certificate
Date: Tuesday, April 20, 2021 2:33:00 PM
Attachments: [image001.png](#)

Dear Laura, Glenn, and Rachel,

On Monday, March 12, the Arts and Humanities Panel 2 of the ASC Curriculum Committee reviewed a proposal to create a Spanish in Health Care & Human Services Certificate (type 1B and 3B).

The Panel was very enthusiastic about the proposal and approved it. However, before the proposal moves on to the full ASC Curriculum Committee (ASCC), the Panel asks that the following points be addressed:

- On page 5 of the certificate proposal, under the “Recruitment” section, the Panel suggests adding information regarding how the Department will reach out to graduate programs in other fields, such as the medical fields, in order to promote this new certificate. The current language under “recruitment” only mentions undergraduates in SPPO and thus does not address the graduate certificate. The Graduate School will likely have that question.
- The Panel asks that a few changes be made to the ASC advising sheet:
 - There is a formatting issue with the advising sheet: information that should appear in the right column actually continues on the next page. Instead of inserting the sheet in the proposal as a pdf, please upload the ASC advising sheet separately as a Word document. This will be necessary to upload the sheet on the ASC website.
 - At the top of the advising sheet, under Coordinating Advisor, the Panel asks that the contact information for Michelle Coria and Rachel Sanabria be added in order for students to be able to reach out and inquire about the certificate program.
 - Under the “Grades required” section, on the second bullet point regarding minimum cumulative point-hour ration, please add 3.00 for graduate students, as graduate students are required to have a 3.00 point-hour ratio in order to receive credit for the certificate.
 - Under the “Certificate Completion” section of the advising sheet, it is mentioned that students should consult an advisor for courses marked with an *. However, no courses appear to be marked with an * for this certificate program and the Panel requests that this be clarified.
 - The Panel requests that the language under “Filing the certificate program form” and “Changing the certificate” be replaced with the boilerplate language for this section, which can be found as Appendix 5 (or, page 119) in the ASC Curriculum and Assessment Services Operations Manual, located here:

https://ascas.osu.edu/sites/default/files/ASC_Curriculum_and_Assessment_Operations_Manual.pdf

In other words, the following language now found on the advising sheet needs to be removed:

Filing the certificate program form

The certificate program form must be filed at least by the time the graduate application is submitted to a college/school advisor.

Changing the certificate

Once the certificate program is filed in the college office, any changes much be

approved by the academic unit offering the certificate or the college advisor.

Instead, the following language should be included:

Consult with Advisor

- *For filing deadlines.*
- *For changes or exceptions to a certificate plan*

For my part, I will obtain a letter of support from Associate Dean David Horn to accompany the proposal to the Graduate School and CAA.

In a minute, I will return the proposal via curriculum.osu.edu to enable the Department of Spanish and Portuguese to address the feedback above. Might it be possible for you to have a revised proposal back in our queue by Friday of this week? That way, we can plan to include this certificate on the ASC Curriculum Committee agenda for Friday, April 30. If that is not possible, we will plan for the last ASCC meeting of the semester on Friday, May 14. Thank you for letting me know.

Should you have any questions about the feedback of the Panel, please feel free to contact Luke Wilson (faculty Chair of the A&H2 Panel; cc'd on this e-mail), or me.

Best,

Bernadette



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