

**From:** [Steele, Rachel](#)  
**To:** [Hewitt, Elizabeth](#); [Ramsey, MaryKatherine](#)  
**Cc:** [Fredal, James](#); [Griffith, Elizabeth M.](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#); [Neff, Jennifer](#)  
**Subject:** English 3019  
**Date:** Thursday, November 9, 2023 4:49:42 PM  
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Good afternoon,

On Tuesday, Oct. 17<sup>th</sup>, the Themes I Subcommittee of the ASC Curriculum Committee and the Theme Advisory Group for Lived Environments reviewed a course proposal for English 3019.

The reviewing faculty approved the course with two contingencies and one recommendation:

- i. **Contingency:** Given that the site visits are an integral part of fulfilling the GEN Goals and ELOs (syllabus, pg. 2) the reviewing faculty ask that the department provide additional information on how the course will fulfill the Goals and ELOs of the GEN category if funding is not available for site visits.
- ii. **Contingency:** The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and can be found here on the [ASC Curriculum and Assessment Services website](#). The Subcommittee thanks you for adding this statement to your course syllabus.
- iii. *Recommendation:* If there are costs to the students associated with site visits, the reviewing faculty recommend including that information (with the approximate cost per student for the semester) in the syllabus. If there are no costs to the students, a short statement to that effect is also recommended for inclusion in the syllabus.

As a reminder, **contingencies** (in bold above) must be addressed and resubmitted via curriculum.osu.edu before a course can move forward in the approval process. *Recommendations* (in italics above) should be implemented when the course is next taught. I will return English 3019 to the department queue via curriculum.osu.edu in order to address the reviewing faculty's requests.

Should you have any questions about the feedback of the reviewing faculty, please feel free to contact Jim Fredal, (faculty Chair of the Themes I Subcommittee; cc'd on this e-mail), Liz Griffith (faculty Chair of the Lived Environments TAG; also cc'd on this email), or me.

Best,  
Rachel



**Rachel Steele, MA**

(Pronouns: she/her/hers / Honorific: Ms.)

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