

From: [Hilty, Michael](#)
To: [Lowry, Debra](#); [Hewitt, Elizabeth](#)
Cc: [Steinmetz, Brad](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Cody, Emily](#)
Subject: English 3031
Date: Thursday, September 9, 2021 1:43:00 PM
Attachments: [image001.png](#)

Good afternoon,

On Wednesday, September 8th, the Arts and Humanities 1 Panel of the ASC Curriculum Committee reviewed a new course proposal for English 3031.

The Panel unanimously approved the request with two contingencies and five recommendations:

- **Contingency:** Please include all required GE language within the syllabus. A syllabus must include all GE Goals and ELOs for requested categories. The GE Goals and ELOs for the new GE Themes can be found at: <https://oaa.osu.edu/ohio-state-ge-program>.
- **Contingency:** The Panel kindly requests further information about the short writing projects and rhetorical analysis assignments, such as page length/word counts (found on page 2 of the syllabus). This information is being requested as a college-level requirement to determine if a course fits within the scope of a three (3) credit hour course and they believe it will assist in the review at the next committee that will determine if the course fits within the requested new GE: Theme category.
- **Recommendation:** On the page 2 of the syllabus, under the grading scale, there is mention of letter grades D- and F. The Ohio State University does not offer letter grades of D- and F and so they recommend changing these values.
- **Recommendation:** The Panel offers a friendly suggestion to check that the required Academic Misconduct and Disability Statements (as found on page 4 of the syllabus) are the correct statements for the campus-of-offering and a friendly reminder that the required Columbus campus statements will need to be included when the course is offered at the Columbus campus.
- **Recommendation:** On page 3 of the syllabus, under the Attendance section, the Panel recommends clarifying what steps a student must take if they require additional excused absences past the 3 given in case of emergencies.
- **Recommendation:** On pages 3 and 4 of the syllabus, under the Late Work section, the Panel suggests clarifying the language as it states that no late work will be accepted, yet implies that a student may arrange to turn in assignments late with prior contact to the instructor.
- **Recommendation:** On page 3 of the syllabus, under the Preparation section, the Panel notices that there is a bullet point stating that being prepared for class means having "Taken care of your bodies and minds by eating, sleeping, exercising, etc." and recommends revisiting that language to ensure students feel encouragement rather than an obligation to the course.

I will return English 3031 to the department queue via curriculum.osu.edu in order to address the Panel's requests.

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,
Michael

Michael Hilty

Curriculum and Assessment Assistant

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Pronouns: he/him/his, they/them/theirs / Honorific: Mr.

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