

From: [Hilty, Michael](#)
To: [Jackson, Kylie M.](#); [Kline, Susan](#)
Cc: [Coleman, Mathew](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Cody, Emily](#)
Subject: Communication 3597.01
Date: Thursday, September 16, 2021 9:40:00 AM
Attachments: [image001.png](#)

Good morning,

On Thursday, September 9th, the Social and Behavioral Sciences Panel of the ASC Curriculum Committee reviewed a distance learning proposal for Communication 3597.01.

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

- **Contingency:** The Panel requests that the amount and quantity of course readings be provided within the course syllabus. Currently, on page 3 of the syllabus, it mentions there will be PDFs provided. Please provide those course readings on the syllabus so the Panel can make a determination on if this course meets the requirements of a three (3) credit hour course.
- **Contingency:** The Panel asks for further information on how course assignments are to be submitted to the course instructor for grading, as assignments such as the Team Project on page 7 and the Final Exam on page 9 do not include specific locations where students will turn in their assignments. Additionally, the Panel asks for specific academic integrity statements for each assignment type.
- **Contingency:** Please use the ASCC Tech Syllabus template, as it is a requirement by the Arts and Sciences Curriculum Committee for all distance learning course proposals. The template can be found on the ASC Curriculum and Assessment Services website at: <https://ascas.osu.edu/curriculum/distance-courses>.
- **Contingency:** Please use the required language regarding the GE categories the course is approved for. The course is approved for GE: Diversity – Global Studies and GE: Cross-Disciplinary Seminar. The required language (which includes the GE Goals and ELOs) can be found on the ASC Curriculum and Assessment Services website at: <https://ascas.osu.edu/curriculum/general-education-goals-and-expected-learning-outcomes>.
- **Contingency:** On page 1 of the syllabus, the course states that live meetings take place Mondays and Wednesdays from 9:10-10:05am, which is 55 minutes. Typically, for a three (3) credit hour course, the contact hours would be 80 minutes if a course is meeting twice a week. The Panel could not find where the additional contact hours are located within the syllabus, and asks that either the contact hours be increased if the course meets twice a week or additional information be provided to describe where the additional contact hours are located.
- **Recommendation:** On page 9 of the syllabus, there is mention that the grading scale is the OSU standard grading scheme. Please remove this language, as The Ohio State University does not have a standardized grading scheme.

I will return Communication 3597.01 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 Mat Coleman (faculty Chair of the SBS Panel; cc'd on this e-mail), or me.

Best,
Michael



Michael Hilty

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

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