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**Cc:** [Lam, Pok-Sang](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Cody, Emily](#)  
**Subject:** Sociology 3302, 3306, 3597.01 and 4189.03  
**Date:** Thursday, November 18, 2021 6:27:00 PM  
**Attachments:** [image001.png](#)

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Good evening,

On Monday, November 15<sup>th</sup>, the Assessment Panel of the ASC Curriculum Committee reviewed distance learning proposals for Sociology 3302, 3306, 3597.01 and 4189.03. Please find below the Panel's feedback for these courses.

- Sociology 3302 unanimously approved.
- Sociology 3306 unanimously approved with three recommendations:
  - **Recommendation:** The Panel recommends updating the total points within the course, as currently the point totals add up to 1040, and not 1000. They noticed that 40 points are extra credit, and suggest clarifying that for students within the syllabus.
  - **Recommendation:** The Panel recommends reducing the time window for course quizzes in order to help with academic integrity.
  - **Recommendation:** The Panel recommends including a statement explaining how long the course exams are open to help with both academic integrity and student planning.
- Sociology 3597.01 unanimously approved with one recommendation:
  - **Recommendation:** The Panel recommends updating the academic integrity statement underneath the revised exam statement within the syllabus, as currently it still mentions exams are closed book, closed notes and taken with a LockDown browser.
- Sociology 4189.03 was not voted on, as the Panel would like the following feedback items addressed:
  - The Panel strongly recommends reformatting the provided distance-learning syllabus into the ASCTech Distance Syllabus template, as this is a requirement for Distance Education courses within the College of Arts and Sciences. The ASCTech syllabus template can be found on the ASC Curriculum and Assessment Services website at: <https://ascas.osu.edu/curriculum/syllabus-elements>.
  - Rachel Steele, Program Manager for ASC Curriculum and Assessment Services, sent an email to D. Downey prior to this meeting with preliminary, unofficial feedback regarding this course discussed earlier in the week. The Panel is now formally providing the following feedback, consistent with that email, with minor adjustments:
    - The Panel asks the department if they would like to submit the course under a different number since X189 is a University-numbering system for courses with a designated field experience. Additionally, on page 4 of the syllabus, there is mention of being a required field experience by the College of Arts and Sciences. The Panel requests this be removed, as this is not a College-level requirement but a University numbering system, such as how 2367 is used to designate 2<sup>nd</sup>-level writing under the current GE.
    - On page 1 of the syllabus, there is an "Important Disclosure". The Panel asks that this Disclosure be removed from the syllabus, as it will be confusing to students. Additionally, the Panel asks that the department reach out to ASC Curriculum and Assessment Services to assistance in adding elective courses to a program, as this is a departmental/unit decision that can be coordinated with them.
  - The Panel asks that the most up-to-date disability statement be used, as the current one used on page 8 of the syllabus is out-of-date. This statement being the most up-to-date version is a requirement of the College of Arts and Sciences and can be found on the ASC Curriculum and Assessment Services website at: <https://ascas.osu.edu/curriculum/syllabus-elements>.
  - The Panel recommends utilizing the most up-to-date Title IX statement, which can be found on the ASC Curriculum and Assessment Services website at: <https://ascas.osu.edu/curriculum/syllabus-elements>.

- The Panel recommends removing the language of “standard OSU grading scale” as found on page 5 of the syllabus, as The Ohio State University does not have a standardized grading scale and instructors are free to utilize a scale that makes the most sense for their course. Additionally, directly below, the course points/grading scale are out of 400, yet the course is out of 500, and therefore the Panel recommends adjusting this scale.

Sociology 3302, 3306 and 3597.01 will continue through the approval process while I will return Sociology 4189.03 to the departmental queue via curriculum.osu.edu to address the Panel’s feedback.

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,  
Michael



**Michael Hilty**

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