

From: [Cody, Emily](#)
To: [Hedgecoth, David](#); [Banks, Eva-Marie](#)
Cc: [Romero, Eugenia](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#); [Cody, Emily](#)
Subject: Music 3422 & 3425 + Program Revisions
Date: Friday, June 10, 2022 3:36:00 PM
Attachments: [image001.png](#)

Good afternoon,

On Thursday, May 12, the Arts and Humanities Panel 2 of the ASC Curriculum Committee reviewed the proposals for Music 3422 & 3425, as well as the program revisions. Please find below the Panel's feedback for these proposals. {N.B. **Contingencies (bolded)** require revision and resubmission to the Panel chair, while *recommendations (italicized)* or comments are suggestions from the Panel that an instructor can implement at their discretion when the course is taught.}

MUSIC 3422 | Unanimously approved with **three (3) contingencies** and *two (2) recommendations*

- **CONTINGENCY: How do the different types of quizzes count in the overall 20% breakdown category for quizzes? Are they graded or ungraded? Since they are administered on Carmen, is there a time limit? Are they proctored?**
- **CONTINGENCY: How are things separated for homework and applied analysis within the respective 30% breakdown category? Is it 15% for each subcategory, for example?**
- **CONTINGENCY: How many quizzes and homework assignments are there?**
- *RECOMMENDATION: The Panel recommends removing any reference to an "OSU standard grading scheme," as Ohio State does not have a standardized grading scheme.*
- *RECOMMENDATION: The Panel notes that the number of credit hours students will earn does not appear on the first page of the syllabus, and thus recommends forefronting this information accordingly.*

MUSIC 3425 | Unanimously approved with **four (4) contingencies** and *seven (7) recommendations*

- **CONTINGENCY: Please clarify the procedures for quizzes and recorded performances. How will these assignments unfold/function as part of the overall course?**
- **CONTINGENCY: Pages 1 and 2 of the syllabus each list different course times. Which of the two is correct? Please revise the inaccurate information accordingly.**
- **CONTINGENCY: In the "Description of Major Course Assignments" section, please include summaries for both midterms and the final exam, as these are also major course assignments.**
- **CONTINGENCY: On page 7 of the syllabus, the late assignments policy indicates that "late Auralia work will not be accepted." Is this also the case for all assignments in the course, or is the no-late-work rule specific to Auralia only? Please clarify.**
- *RECOMMENDATION: Page 2 of the syllabus mentions that "the prerequisite for Music*

3425 is a passing grade in Music 3424. A passing grade is a C- or better.” Since a grade of D is technically a passing mark at OSU, the Panel recommends rephrasing this statement to say, “the prerequisite for Music 3425 is a grade of C- or higher in Music 3424.”

- *RECOMMENDATION: Page 3 of the syllabus describes the class as “divided into weekly modules,” but the course schedule (beginning on page 13) does not appear to reflect this structure. Was the “weekly modules” description a typo? If not, the Panel recommends adding further details to the course schedule to illustrate the weekly module divisions (i.e., by theme, skill, etc.).*
- *RECOMMENDATION: Under the “Attendance” header on page 3, the syllabus states that “there will be no make-up opportunities” for any missed unannounced daily graded activities. The Panel recommends making this policy more flexible in light of a quarantine situation, with possible other exceptions for illness or other excused absences.*
- *RECOMMENDATION: The Panel recommends clarifying the relationship between quizzes and daily activities — since the syllabus allows for students to make up missed instances of the former but not the latter.*
- *RECOMMENDATION: On page 4 of the syllabus, the Panel recommends including information about where students might purchase and/or access required reading materials.*
- *RECOMMENDATION: In the “Description of Major Course Assignments” section (pages 6-7), instead of blanket academic integrity language meant to cover all assignments in the class, the Panel suggests including individual integrity statements for each assignment.*
- *RECOMMENDATION: The Panel recommends spelling out “less than” or “greater than” rather than using the mathematical symbol in order to further ensure student clarity.*

MUSIC PROGRAM CHANGES | Unanimously approved with **two (2) contingencies**

- **CONTINGENCY: The Panel asks that the School of Music make the above changes to Music 3422 and all other theory syllabi.**
- **CONTINGENCY: The Panel asks that the School of Music make the above changes to Music 3425 and all other aural skills syllabi.**

I will return Music 3422 & 3425 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 Eugenia Romero (faculty Chair of the A&H2 Panel; cc’d on this e-mail) or me.

Best,
Emily

Emily K. Cody, Ph.D.

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