

**From:** [Hilty, Michael](#)  
**To:** [Banks, Eva-Marie](#); [Hedgecoth, David](#)  
**Cc:** [Steinmetz, Brad](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Cody, Emily](#)  
**Subject:** Credit Hour Allocation between Music Theory and Aural Skills  
**Date:** Wednesday, November 3, 2021 9:40:00 AM  
**Attachments:** [image001.png](#)

---

Good morning,

On Wednesday, October 20<sup>th</sup>, the Arts and Humanities 1 Panel of the ASC Curriculum Committee reviewed a proposal to change the credit hour allocation for the Music Theory and Aural Skills series of courses.

The Panel did not vote on the proposal and has the following feedback:

- Because these courses are unique to your discipline, and because the distinctions between the two types of classes is a crucial part of your request, the Panel asks for more information about the nature of the courses and the work that they require of students.
- Normally, a change in the number of credit hours would be accompanied by a change in the workload for students; however, none of the syllabi suggest that type of change. Instead, the rationale you provide suggests that the courses, as currently offered, don't match the credit hours earned and would more closely match the new distribution of credit hours: 3 credits for Theory courses and 1 credit for courses in Aural Skills.
- In order to gain a better understanding of how the workload and format of these courses match the new credit hour distribution, the Panel requests more information that would help clarify those questions for both (A) Music Theory courses and (B) Aural Skills courses, including:
  - total number of hours per week of instruction (contact hours)
  - total number of hours per week of student work (to earn a "C")
  - clarification of the distinctions between recitations, labs, and class meetings as used in these courses
- This information can be shared through a course calendar that details materials such as course assignments due and topics covered. In matching the workload of a course to credit hours earned, the Panel will refer to the Administrative Code on credit hours (<https://trustees.osu.edu/bylaws-and-rules/3335-8>)
- To streamline and simplify the process, the Panel recommends using Music Theory IV e and Aural Skills IV as exemplars of their course types. In your response, the Panel only asks for one updated syllabi for the above courses.
- Additionally, the Panel has found some, but not all, of the syllabi missing essential information. As a reminder, the Panel is listing some of those missing pieces here. (this list is not exhaustive, for further information please visit the ASC Curriculum and Assessment Services website for all required elements at: <https://ascas.osu.edu/curriculum/syllabus-elements>):
  - The required Academic Misconduct Statement
  - The required Disability Statement
  - The number of credit hours earned in the course
  - Format of Instruction (such as lecture/recitation/lab) and number of contact hours
  - The Panel noticed that under the Title IX section in some syllabi, the Title IX Coordinator was incorrect and recommends this be updated. The most up-to-date Title IX information can be on the ASC Curriculum and Assessment Services website at: <https://ascas.osu.edu/curriculum/syllabus-elements>.
- The Panel would like to remind the School of Music that these sequences are not approved for distance learning, and therefore the syllabi provided should not be for distance learning. If the School wishes to offer these in a distance learning format in the future, they would need to go through the distance learning approval process.

Additional information surrounding this process can be found on the ASC Curriculum and Assessment Services website at: <https://ascas.osu.edu/curriculum/distance-courses>

- The Panel requests an implementation plan (that is, a transition plan) be provided that shows how the School of Music will make these new changes, with special attention given to students who are in the midst of the Music Theory and Aural Skills sequences.

I will return Music 3422 and Music 3425 via curriculum.osu.edu in a minute to enable the department to address the points above.

Should you have any questions about the feedback above, do not hesitate to contact Brad Steinmetz (cc'd here), faculty Chair of the Arts and Humanities 1 Panel, or me.

Best,  
Michael



**Michael Hilty**

Curriculum and Assessment Assistant

**ASC Curriculum and Assessment Services** The College of Arts and Sciences

306 Dulles Hall, 230 Annie and John Glenn Ave, Columbus, OH 43210

614-247-6089 Office

[hilty.70@osu.edu](mailto:hilty.70@osu.edu) / [ascas.osu.edu](https://ascas.osu.edu)

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

*Buckeyes consider the environment before printing.*