

From: [Hilty, Michael](#)
To: [Banks, Eva-Marie](#); [Hedgecoth, David](#)
Cc: [Lam, Pok-Sang](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Cody, Emily](#)
Subject: Music 3370
Date: Thursday, November 18, 2021 6:26:00 PM
Attachments: [image001.png](#)

Good evening,

On Monday, November 15th, the Assessment Panel of the ASC Curriculum Committee reviewed a distance learning proposal for Music 3770.

The Panel did not vote on the proposal as they would like the following feedback items addressed:

- The Panel noted that the syllabus mentions the proposal is for a 2 credit hour course, however, the course only meets 1 day a week for 55 minutes. For a 2 hour course, a course should have 2 hours of direct instruction and 4 hours of indirect instruction.
 - Additionally, the Panel noticed on page 2 of the syllabus under Credit hours and work expectations, the language stated is incorrect. The Panel requests that this be updated for a 2 credit hour course, as currently the hours listed are for a 1 credit hour course.
- The Panel asks that course assignment weights be added to the course syllabus.
- The Panel asks that the letter grade of “A+” be removed, as the Ohio State University does not award the letter grade of A+.
 - Additionally, the Panel recognizes the authority of the course instructor to assign letter grades as they deem necessary for the structure of their course, but asks that all letter grades that the University offers (A, A-, B+, B, B-, C+, C, C-, D+, D and E) be accounted for within the scale, even if that letter grade is not award. Should the instructor not wish to award a particular letter grade, the Panel requests a brief rationale regarding that decision.
- On page 7 of the syllabus, please remove the language surrounding graduate students, as this is an undergraduate course.

I will return Music 3370 to the departmental queue via curriculum.osu.edu in order to address the Panel’s concerns.

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



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