

**From:** [Steele, Rachel](#)  
**To:** [Sanabria, Rachel](#); [Romero, Eugenia](#)  
**Cc:** [Vankeerbergen, Bernadette](#); [Hilty, Michael](#); [Cody, Emily](#); [Steele, Rachel](#); [Steinmetz, Brad](#)  
**Subject:** Spanish 2213  
**Date:** Monday, November 22, 2021 5:12:13 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
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[image007.png](#)

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Good afternoon,

On Wednesday, November 17th, the Arts and Humanities 1 Panel of the ASC Curriculum Committee reviewed a course proposal for Spanish 2213.

The Panel unanimously approved the request with one contingency and 3 recommendations:

- **Contingency: The Panel requests that the department re-visit the grade components and assignment descriptions (syllabus pg. 7-8 under “Final Grade: Components and Weighting” and “Grade Components & Policies”). The Grade Components chart shows that Quizzes will be 5% of the course grade, while the Oral Presentation will be 10% of the grade. However, the Grade Components & Policies section of the syllabus does not offer a description of the quizzes, and states that the Oral Presentation will be 15% of the students’ grade.**
- *Recommendation: The Panel recommends that the department reconsider the language surrounding the requirement to bring a hard copy of assignments to class (syllabus pg. 4 under “Assignment Due Dates”) since the course will take place online.*
- *Recommendation: The Panel recommends that the department clarify the language surrounding participation and attendance as separate entities (syllabus pg. 3-4 under “Course Policies – Class participation, reading, and online attendance”) so that students understand that active participation is 10% of their grade, while unexcused absences will incur an unrelated grade penalty.*
- *Recommendation: The Panel recommends that the department reconsider the language surrounding the requirement to log in once per week (syllabus pg. 2 under “Attendance and participation requirements – Participating in online activities for attendance”) since there are two required synchronous sessions per week (syllabus pg. 1 under “How this Online course works”).*

I will return Spanish 2213 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 Brad Steinmetz (faculty Chair of the A&H 1 Panel; cc’d on this e-mail), or me.

Best,  
Rachel



**Rachel Steele, MA**

(Pronouns: she/her/hers / Honorific: Ms.)

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