

**From:** [Hilty, Michael](#)  
**To:** [Miller, Natascha](#); [Byram, Katra](#); [Blacker, Noah](#); [Liu, Morgan](#); [sanabria.3@osu.edu](#); [Romero, Eugenia](#)  
**Cc:** [Steinmetz, Brad](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Cody, Emily](#)  
**Subject:** German/NELC/Spanish 3689  
**Date:** Monday, December 6, 2021 3:00:00 PM  
**Attachments:** [image001.png](#)

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Good afternoon,

On Wednesday, December 1<sup>st</sup>, the Arts and Humanities 1 Panel of the ASC Curriculum Committee reviewed a new course proposal for German/NELC/Spanish 3689. Please find below the Panel's feedback for these courses. As a reminder, in order to receive full approval, please provide a revision that addresses all of the Panel's contingencies as outlined below. The Panel's recommendations can be implemented by the course instructor at the time of instruction and do not need to be made at this time to receive full approval.

German/NELC/Spanish 3689 was unanimously approved with four contingencies and five recommendations:

- **Contingency:** On page 1 of the syllabus, please remove the information surrounding the Embedded Literacies. The Embedded Literacy requirements are decided by individual programs and not by the College or University, and therefore a student in a program outside of German/NELC/Spanish will not have their Embedded Literacy requirement fulfilled by this course.
- **Contingency:** For cross-listed courses, each course needs to have an identical Subject/CIP code that is determined in the curriculum.osu.edu portal. Currently, each course has a different Subject/CIP code and therefore the Panel asks that the departments to work to identify a single Subject/CIP code for these courses.
- **Contingency:** The Panel has questions about whether these courses will be included within a major program in each of the submitting departments. If this is the case, please provide the Panel with an updated curriculum map to reflect the addition of these courses.
- **Contingency:** On pages 2 and 3 of the syllabi, underneath the GE information, please provide a statement explaining how the course will satisfy the GE ELOs, as this is a requirement of GE courses within the College of Arts and Sciences.
- **Recommendation:** The Panel asks that the course objectives be included within the course syllabus.
- **Recommendation:** The Panel recommends breaking apart the grading for attendance and the required prompts, as detailed on pages 5 and 6 of the course syllabi. Additionally, the Panel has concerns that, if 50% of the course grade is attributed to attendance, there may not be sufficient weight remaining to address the GE ELOs and therefore recommends more information about this requirement be provided.
- **Recommendation:** On page 10 of the syllabus, under "Accessibility of course technology" there is reference to this course being distance learning. The Panel recommends removing this and any other boilerplate distance-learning language throughout the syllabus, given that the courses are not approved for distance-learning.
- **Recommendation:** On page 1 of the NELC syllabus, the course title is still German 3689 and the Panel recommends this be corrected to NELC 3689.
- **Recommendation:** The Panel recommends adding the meeting dates/times to the course syllabus to help evaluate and clarify contact hours.

I will return German/NELC/Spanish 3689 to the department queues 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&H1 Panel; cc'd on this e-mail), or me.

Best,  
Michael



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