

From: [Hilty, Michael](#)
To: [Blacker, Noah](#); [Soland, Birgitte](#)
Cc: [Lam, Pok-Sang](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Cody, Emily](#)
Subject: History 3560 and 4255
Date: Tuesday, February 1, 2022 4:56:00 PM
Attachments: [image001.png](#)

Good afternoon,

On Thursday, January 20th, the Assessment Panel of the ASC Curriculum Committee reviewed new distance learning requests for History 3560 and 4255. Please see below for the Panel's feedback:

History 3560 was unanimously approved with three contingencies. As a reminder, the Panel's contingencies must be satisfied and a revision must be submitted in order for the course to continue through the approval process.

- **Contingency:** The Panel requests that an expectation be added in the course syllabus that explains how much time students are expected to spend per week on videos and lectures.
- **Contingency:** The Panel requests that an explanation about how exams will retain academic integrity within the course.
- **Contingency:** The Panel kindly asks that the course instructor remove the statement on page 1 of the course syllabus asking students to email their @gmail.com email address and to add their @osu.edu email address to the syllabus and utilize their official @osu.edu to interact with students.
 - Utilizing a non-OSU email account for interactions with students violates several OSU policies, raises significant privacy concerns, and is a violation of FERPA. For more information, please see the Information Security Control Requirements (<https://cybersecurity.osu.edu/system/files/osu.iscr.v2.1.pdf>) or The Office of Academic Affairs Policies and Procedures Handbook Volume 1 (https://oaa.osu.edu/sites/default/files/links_files/oaa-handbook-vol-1-chap-2-rev-08-2021.pdf).

History 4255 was unanimously approved with one contingency and one recommendation. As a reminder, the Panel's contingency must be satisfied and a revision must be submitted in order for the course to continue through the approval process while the Panel's recommendation can be implemented the next time the course is taught.

- **Contingency:** The Panel kindly requests additional information within the course syllabus surrounding the exams, discussions and course assignments and to list the individual grading weight of each paper (are they 30% of the grade each or weighted differently, for instance?). The Panel also requests that the length of each paper be added to the course syllabus.
- **Recommendation:** The Panel recommends consolidating the grading scale of the course, as currently there are two listed grading scales in the course syllabus.

I will return History 3560 and 4255 to the departmental queue via curriculum.osu.edu in order to address the Panel's feedback.

Should you have any questions, please do not hesitate to contact Pok-sang Lam, faculty Chair of the Assessment Panel, or myself.

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 / ascas.osu.edu

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

Buckeyes consider the environment before printing.