

From: [Cody, Emily](#)
To: [Bielefeld, Eric](#); [Harnish, Stacy M.](#); [Roup, Christina](#)
Cc: [Lam, Pok-Sang](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#); [Cody, Emily](#)
Subject: SHS 5732 & 5760
Date: Monday, February 14, 2022 8:30:00 PM
Attachments: [image001.png](#)

Good evening,

On Thursday, February 3, the Assessment Panel of the ASC Curriculum Committee reviewed the course proposals for SHS 5732 & 5760. Please find below the Panel's feedback for these courses. {N.B. **Contingencies (bolded)** require revision and resubmission to the Panel chair, while *recommendations (italicized)* or comments are suggestions from the Panel that an instructor can implement at their discretion when the course is taught.}

1. SHS 5732 | Unanimously approved with **one (1) contingency** and *three (3) recommendations*

- **Contingency:** The Panel asks for clarification regarding what aspects of attendance and participation are required vs. optional for the course. There is contradictory wording that makes this distinction unclear in the current draft of the syllabus; for instance, on page 3, the second bullet titled "live sessions" is marked as a required element, but the bullet immediately following titled "office hours and live sessions" is marked optional/recommended.
- *Recommendation:* The Panel suggests forefronting the days/times of the synchronous sessions for the course; rather than embedding this on page 2 of the syllabus, perhaps consider also including this information at the top of the first page in bold to further ensure student clarity about when the class meets.
- *Recommendation:* The Panel recommends clarifying in the syllabus whether or not exams will be open book.
- *Recommendation:* The Panel strongly recommends that the department consider alternatives to Proctorio for administering exams online because of issues related to ADA requirements for accessibility, student privacy, and the requirement for specific kinds of devices. While the university does allow the use of Proctorio if the department deems that it is necessary, they strongly encourage that instructors consider other methods of assessment and recommend the resources found here: <https://teaching.resources.osu.edu/teaching-topics/strategies-tools-academic-integrity>

2. SHS 5760 | Unanimously approved with **two (2) contingencies** and *three (3) recommendations*

- **Contingency:** The Panel was unclear on how to account for the contact hours required for this course. As a reminder, a 14-week course should have 3 hours of direct instruction and 6 hours of out-of-class instruction per week. Please clarify the language in the syllabus on these points, ensuring that the synchronous vs. asynchronous elements contributing to the total number of contact hours are easily distinguished and consistent throughout the

document.

- **Contingency:** The Panel asks that the syllabus break down more clearly what aspects of the course are required vs. optional elements for students. For example, are live sessions mandatory? And if so, are students required to participate in real time during these synchronous sessions?
- *Recommendation:* Does student attendance and participation formally impact their course grade? Are there consequences for not attending class meetings and/or insufficient participation, and if so, what are they? The Panel recommends clarifying these expectations in the syllabus.
- *Recommendation:* The Panel recommends clarifying in the syllabus whether or not exams will be open book.
- *Recommendation:* The Panel strongly recommends that the department consider alternatives to Proctorio for administering exams online because of issues related to ADA requirements for accessibility, student privacy, and the requirement for specific kinds of devices. While the university does allow the use of Proctorio if the department deems that it is necessary, they strongly encourage that instructors consider other methods of assessment and recommend the resources found here: <https://teaching.resources.osu.edu/teaching-topics/strategies-tools-academic-integrity>

I will return SHS 5732 & 5760 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 Pok-Sang Lam (faculty Chair of the Assessment Panel; cc'd on this e-mail) or me.

Best,
Emily



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