

From: [Hilty, Michael](#)
To: [Thomas, Christine M.](#); [Hambach, Jennifer](#)
Cc: [Panero, Wendy](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Cody, Emily](#)
Subject: Chemistry 7470
Date: Wednesday, May 25, 2022 4:01:00 PM
Attachments: [image001.png](#)

Good afternoon,

On Monday, May 9th, the Natural and Mathematical Sciences Panel of the ASC Curriculum Committee reviewed a credit hour change request for Chemistry 7470. Please see below for the Panel's feedback.

Chemistry 7470 was unanimously approved with three contingencies and one recommendation. As a reminder, the Panel's contingencies must be satisfied by submitting a revision to curriculum.osu.edu while the Panel's recommendation may be implemented when the course is next taught.

- **Contingency:** The Panel requests that all required elements for syllabi in the College of Arts and Sciences be added to the provided course syllabus. Please see the ASC Curriculum and Assessment Services website at: <https://asccas.osu.edu/curriculum/syllabus-elements> and ensure that all items that are bolded are included within the course syllabus. The Panel noticed the following items missing from the required list:
 - A description of the course in the course syllabus
 - Where students can expect to purchase the required texts for the course and/or how to access them
 - Detailed information surrounding the length and format of all papers, homework, laboratory assignments and exams
 - A weekly topical outline that details course meetings, including topics to be covered, readings, film screenings, and homework, as the committee need a sense of how much work is required of students
 - The following statement on Academic Misconduct: It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.
 - The following statement (recommended in 16 point font) regarding Disability Services: The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.
- **Contingency:** The Panel requests that additional information be added regarding the exam time and date. They recognize that, in the provided course syllabus, it states that students will vote on the time and date of the exam but given that this course is now over a full semester, it is important for students to have a more accurate timeframe. They suggest telling students that, for example, the exam will take place during week 8 and they will vote on a time for this to occur during that specific week.
- **Contingency:** The Panel requests additional information surrounding the course final project that takes place over the final 7 weeks of the semester. Please provide a description of the

assignment, guidelines for the project, what is expected of students, how much time students can expect to spend per week on the assignment, and other relevant information. Additionally, the Panel would like further information surrounding how the instructor of the course will be expected to interact with students during the last 7 of the weeks, as currently there appears to be no direct instruction or interaction with students during the second half of the course.

- **Recommendation:** Additionally, the Panel recommends that checkpoints be added for students to achieve after week 7 of the course, even if these are simply scheduled, individual meetings with students and to specify that a student meet with the instructor a certain number of times.

I will return Chemistry 7470 to the departmental queue via curriculum.osu.edu in order to address this feedback.

Should you have any questions, do not hesitate to reach out to Wendy Panero, faculty Chair of the NMS Panel, or myself.

Best,
Michael



Michael Hilty

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

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