

**From:** [Cody, Emily](#)  
**To:** [Getson, Jennifer](#); [Soland, Birgitte](#)  
**Cc:** [Romero, Eugenia](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#); [Cody, Emily](#)  
**Subject:** History 3012  
**Date:** Friday, June 10, 2022 3:21:00 PM  
**Attachments:** [image001.png](#)

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Good afternoon,

On Thursday, May 12, the Arts and Humanities Panel 2 of the ASC Curriculum Committee reviewed the course proposal for History 3012. Please find below the Panel's feedback for the course.

The Panel did not vote on the proposal as they would like the following points addressed:

- When do the synchronous meetings happen for this class? The course should be listed in the registrar as synchronous with specific meeting days/times required each week so that students can schedule accordingly.
- The Panel asks that the syllabus feature a course calendar that outlines benchmarks and expectations for students on a day-by-day basis, including readings (with page numbers) as well as specific due dates for any assignments.
- Please provide descriptions for all major assignments in the course.
- In addition to the synchronous discussion forum, the Panel recommends including a supplemental asynchronous discussion assignment or equivalent activity that increases students' interactions with each other, further facilitating a community of learners.
- What does "full credit" entail for discussions? How does this work?
- On pages 1 and 3 of the syllabus, what does office hours "by e-mail" mean? Are office hours by appointment only, and students should schedule/sign up via e-mail? Are they in person? Held online via Zoom?
- On page 5 of the syllabus, please elaborate what constitutes "completing the requirements" for a student to pass the course.
- The Panel found the difference between lecture responses and short responses unclear, and thus recommend elaborating on these assignment descriptions (found on pages 5 and 6 of the syllabus). Are these responses for a letter or a completion grade?
- Are discussion "forums" and discussion "posts" the same assignment(s)? On pages 5 and 6, the academic integrity statements reference discussion posts, specifically, but the syllabus otherwise only contains information about discussion forums. Please clarify.
- On page 7 of the syllabus, the Panel notes that the information in the paragraphs describing the grading process appears to contradict values listed in the numeric grade scale, and recommends double-checking this section accordingly. Also, please provide point ranges for each letter grade rank in the numeric grading scale layout.

I will return History 3012 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 Eugenia Romero (faculty Chair of the A&H2 Panel; cc'd on this e-mail) or me.

Best,  
Emily



**Emily K. Cody, Ph.D.**

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