Good afternoon, Beth and MaryKatherine —

On Wednesday, October 12, the Arts and Humanities Panel 2 of the ASC Curriculum Committee reviewed the proposals for English 3020 & 3350. Please find below the Panel's feedback for these proposals. {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.}

ENGLISH 3020 | Unanimously approved with *three (3) recommendations* and one (1) comment

- *RECOMMENDATION: The Panel recommends indicating the length of various writing assignments in the syllabus.*

- *RECOMMENDATION: The Panel suggests clarifying the relationship between the attendance policy and the participation category. Will students be "doubly penalized somehow since there is already a built-in deduction for missing a certain number of classes?*

- *RECOMMENDATION: The Panel notes that there appears to be some leftover language from a DL version of the course syllabus (e.g., "synchronous meetings," phrase found on page 5 of the syllabus). Such phrasing could prove confusing to students in a fully in-person class, so the Panel recommends double-checking the syllabus document throughout to ensure any contradictory DL language is revised accordingly.*

- COMMENT: The Panel notes that the curriculum.osu.edu form has the four-week format option checked off. Does the department intend to potentially offer this course in a four-week format, which is an especially challenging and accelerated structure?

ENGLISH 3350 | Unanimously approved with **one (1) contingency** and *two (2) recommendations*

- **CONTINGENCY: The Panel kindly requests that the instructor provide the following information in the syllabus:**
  - **Further detail on the assignments planned for the course — and in particular, how they will work to address the Goals/ELOs for GEN Theme: Lived Environments.**
  - **What are the formats for different assignments, quizzes, exams, etc.? For formal papers, what are the approximate page lengths/word counts for each? Is the group project a paper? A presentation? Some combination of the two?**
  - **What will the final exam look like format-wise (especially since it is 20 percent**

of the grade)? Is the final exam 20 percent alone? Part of the quiz category? What is the relationship between these two forms of assessment?

○ **What are the page lengths/ranges for assigned readings?**

- *RECOMMENDATION: The Arts and Sciences Curriculum Committee recently approved newly updated standard syllabus statements. The reviewing faculty kindly note that the academic misconduct, SLDS, and Title IX statements provided are not the latest versions, and suggest revising them accordingly to ensure that the most current language and information appears for these student resources. The link to these updated syllabus statements can be found here on the ASC Curriculum and Assessment Services website: https://asccas.osu.edu/curriculum/syllabus-elements*

- *RECOMMENDATION: The Panel recommends including the number of credit hours for the course as well as a hypothetical placeholder meeting time in the syllabus document.*

I will return English 3350 to the department queue in order to address the Panel's feedback. English 3020 will continue through the approval process.

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

THE OHIO STATE UNIVERSITY

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