

From: [Steele, Rachel](#)
To: [Ramsey, MaryKatherine](#); [Stanutz, Katie](#); [Hewitt, Elizabeth](#)
Cc: [Fredal, James](#); [Wallace, Lorraine S.](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Cody, Emily](#); [Hilty, Michael](#)
Subject: English 3350
Date: Friday, January 13, 2023 1:46:20 PM
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Good afternoon,

On Friday, December 9th, the Themes I Panel of the ASC Curriculum Committee reviewed a course proposal for English 3350.

The reviewing faculty unanimously approved the request with one contingency and two recommendations:

1. **Contingency:** The reviewing faculty ask that the department provide a paragraph following the GEN Goals and ELOs (syllabus pg. 2) that explains how this class will meet those goals and ELOs per a requirement of the Arts and Sciences Curriculum Committee (<https://ascas.osu.edu/curriculum/syllabus-elements>).
2. *Recommendation:* The reviewing faculty recommend that the department remove all references to online meetings (for example, syllabus pg. 6, final paragraph under “Quizzes and Exams”) as this course is not approved for distance learning.
3. *Recommendation:* The reviewing faculty recommend that the department remove the reference to “Ohio State’s standard grading scale”, as Ohio State does not have a standard scale; instructors/units are welcome to use whatever scale works best for their courses.

As a reminder, **contingencies** (in bold above) must be addressed and resubmitted via curriculum.osu.edu before a course can move forward in the approval process. *Recommendations* (in italics above) should be implemented when the course is next taught. I will return English 3350 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 reviewing faculty, please feel free to contact Jim Fredal (faculty Chair of the Themes 1 Panel), Lorraine Wallace (faculty Chair of the Lived Environments Theme Advisory Group), or me. Drs. Fredal and Wallace are cc’d on this e-mail.

Best,
Rachel



Rachel Steele, MA

(Pronouns: she/her/hers / Honorific: Ms.)

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