

From: [Steele, Rachel](#)
To: [Nagar, Ila](#); [Carmichael, Phoebe](#); [Arceno, Mark Anthony](#); [Shank, Barry](#); [Dew, Spencer](#)
Cc: [Fredal, James](#); [Wallace, Lorraine S.](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#); [Cody, Emily](#)
Subject: NELC/Religious Studies 3667
Date: Friday, January 13, 2023 2:02:10 PM
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Good afternoon,

On Friday, December 9th, the Themes 1 Panel of the ASC Curriculum Committee reviewed a course proposal for NELC/Religious Studies 3667.

The Panel unanimously approved the request with three contingencies and three recommendations:

1. **Contingency:** The reviewing faculty request that the department provide more information in the syllabus about how the course fits into the Lived Environment Theme. Specifically, they would like the syllabus to clearly define for students the lived environment that they will be exploring, and how the “wide range of cultural phenomena” work together to create this environment. The reviewing faculty suggest translating some of the excellent information provided in the GEN Submission form to the syllabus to help students better understand the focus of the course.
2. **Contingency:** The reviewing faculty ask that all of the GEN Goals and ELOs be listed on the syllabus (pg. 1-2). Currently, only 2 of the 4 goals (and their corresponding ELOs) are listed. A list of all GEN Goals and ELOs in an easy-to-copy-and-paste format can be found here: <https://ascas.osu.edu/new-general-education-gen-goals-and-elos>.
3. **Contingency:** The reviewing faculty ask that a cover letter be provided that details all changes made as a result of this feedback.
4. *Recommendation:* The reviewing faculty recommend removing the reference to absence excuses (syllabus pg. 7 under “Healthcare”) as the Wilce Student Health Center does not provide excuse notes for illnesses that require self-care. (<https://shs.osu.edu/appointments/absence-excuse>).
5. *Recommendation:* The reviewing faculty recommend that the department use the most up-to-date version of the Mental Health statement (syllabus pg. 7 under “Personal Well-being”), as the phone number and name of the suicide prevention hotline have changed. An up-to-date statement can be found here: <https://ascas.osu.edu/curriculum/syllabus-elements>.
6. *Recommendation:* The reviewing faculty recommend that the department use the most up-to-date version of the Student Life Disabilities Services statement (syllabus pg. 6 under “Accessibility accommodations for students with disabilities”). An up-to-date statement can be found here: <https://ascas.osu.edu/curriculum/syllabus-elements>.

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 NELC/Religious Studies 3667 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 Jim Fredal (faculty Chair of the Themes I 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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