

From: [Steele, Rachel](#)
To: [Bielefeld, Eric](#); [Harnish, Stacy M.](#)
Cc: [Roup, Christina](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#); [Cody, Emily](#)
Subject: Speech and Hearing 3320
Date: Friday, December 9, 2022 12:08:08 PM
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Good afternoon,

On Thursday, Dec. 1st, the Social and Behavioral Sciences Panel of the ASC Curriculum Committee reviewed a course proposal for Speech and Hearing 3320.

The Panel unanimously approved the request with *three recommendations*:

1. *Recommendation*: The Panel recommends that the instructor consider additional (and potentially mandatory) office hours prior to the midterm and the final to facilitate student success and connection in the online environment.
2. *Recommendation*: The panel recommends correcting the information about the number of hours that the exams will be available for students (syllabus pg. 5 under “Descriptions of major course assignments”). Specifically, they note exams are described as being open for 18 hours, but the timeframes given encompass 36 hours. Additionally, the Panel offers the friendly note that one of the exam dates has a typo (10/9, noon-1/10, 11:59 PM) that implies that the exam will actually be available for several months.
3. *Recommendation*: The Panel recommends clarifying the location of office hours. On pg. 1 of the syllabus, under “Course Overview”, it is stated that office hours will take place on Carmen. However, on pg. 2 of the syllabus under “How This Online Course Works”, it says that office hours are on Zoom.

As a reminder, *recommendations* (in italics above) should be implemented when the course is next taught. At this time, Speech and Hearing Science 3320 will be advanced to the Office of Academic Affairs to continue through the approval process.

Should you have any questions about the feedback of the Panel, please feel free to contact Christina Roup (faculty Chair of the SBS Panel; cc’d on this e-mail), or me.

Best,
Rachel



Rachel Steele, MA

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

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