

From: [Steele, Rachel](#)
To: [Bielefeld, Eric](#); [Bae, Youkyung](#)
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Subject: Speech and Hearing Science 3340
Date: Monday, April 3, 2023 6:53:46 PM
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Good evening,

On Thursday, March 23rd, the Social and Behavioral Sciences Panel of the ASC Curriculum Committee reviewed a course proposal for SHS 3340.

The Panel unanimously approved the request with three contingencies, two recommendations, and one comment:

- a. **Contingency:** The Panel asks that the department clarify the number of exams that will be given, as the syllabus has conflicting information that could be confusing for students. For example, pg. 2 of the syllabus says that “weekly lecture content will be supplemented with discussion board interactions, weekly quizzes, two group projects, and a final exam.” However, pg. 7 refers to “exams” and pg. 8 mentions a midterm and a final exam. This is further confused by the fact that the “Grades” table on pg. 5 of the syllabus simply says “exam” rather than “Final Exam” or “Midterm and Final Exams”.
- b. **Contingency:** The Panel requests that the department amend the online syllabus to provide more details about the types of posts and degree of peer interaction that students can expect in the discussion board assignments (syllabus pg. 5 under “Description of the discussion board posts”). They ask that the online syllabus provide a similar level of detail to that provided on pg. 2 of the in-person syllabus.
- c. **Contingency:** The Panel asks that the department include on the course schedule (syllabus pg. 10-11) information about when during the week readings and quizzes must be completed. While they note that the description of the quizzes outlines that they must be completed during a 12-hour window, there is no indication of when this window will be during a given week/module.
- d. *Recommendation:* The Panel recommends that the department include more information in the description of the group presentation about how groups will be formed for that assignment (syllabus pg. 6). While the Panel did note that groups will be pre-assigned for the group project, it was unclear whether this would also be done for the group presentation and/or if student groups will be the same for both assignments.
- e. *Recommendation:* The Panel recommends that the department specify that students should use Carmen to collaborate on group work (rather than outside software/communication applications) to minimize the risk of academic misconduct.
- f. *Comment:* The Panel offers two friendly observations regarding clarity that the department may wish to correct before the syllabus is distributed to students:
On pg. 1 of the syllabus, the class meeting schedule notes that the class meets from 12:30-1:50 PM, while pg. 3 says students must be logged into Carmen from 12:45-2:05.

There is an extra iteration of the words “course management” on pg. 1 of the syllabus (one erroneously appears at the end of the “Course Description” section).

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 SHS 3340 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 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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