

**From:** [Steele, Rachel](#)  
**To:** [Husen, William](#)  
**Cc:** [Ottesen, Jennifer](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)  
**Subject:** Math 4345  
**Date:** Friday, April 28, 2023 11:26:08 PM  
**Attachments:** [image001.png](#)  
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Good evening,

On Wednesday, April 12<sup>th</sup>, the Natural and Mathematical Sciences Panel of the ASC Curriculum Committee reviewed a course proposal for Math 4345

The Panel unanimously approved the request with two contingencies and four recommendations:

- a. **Contingency:** The Panel asks that the department include in the syllabus heading (pg. 1) the format of instruction (lecture, recitation, laboratory, etc.).
- b. **Contingency:** Per a requirement of the ASC Curriculum Committee, the Panel requests that the department include in the syllabus a weekly schedule (as a replacement for or in addition to the topics list found on pg. 2-3) that includes both the topics and the readings/chapters covered in the textbook in each week so that the committee has a sense of how much work is required of students.
- c. *Recommendation:* The Panel recommends that the department provide more detail on the level of collaboration that is acceptable in terms of Academic Misconduct, as well as clarifying whether collaboration is required of students. On a related note, they recommend that the department consider how they will support and assess student collaboration, since it is a part of the stated course goals (syllabus pg. 1-2).
- d. *Recommendation:* The assignment descriptions on pg. 3 (Homework and Projects) indicate that students will need to submit code as a part of their assignments. The Panel asks that the department clarify whether students will be coding in LEAN or utilizing a different platform/coding language. They also recommend including information about how students should access LEAN (or different platforms, if applicable), and if they will need a specific level of hardware or a particular operating system to be successful in the course.
- e. *Recommendation:* The Panel recommends that the department update the Mental Health Statement (syllabus pg. 5 under "Your mental health"), as the name and phone number for the National Crisis/Suicide Hotline have changed. The most up-to-date statement can be found here: <https://ascas.osu.edu/curriculum/syllabus-elements>.
- f. *Recommendation:* The Panel recommends that the department use the most up-to-date version of the Student Life Disabilities Services statement (syllabus pg. 4-5 under "Disability Services Statement"). 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 Math 4345 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 Jen Ottesen (faculty Chair of the NMS Panel; cc'd on this e-mail), or me.

Best,  
Rachel



**Rachel Steele, MA**

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

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