

From: [Steele, Rachel](#)
To: [Ramirez, Ana](#); [Clark, Ted](#); [Jackman, Jane](#)
Cc: [Ottesen, Jennifer](#); [Vankeerbergen, Bernadette](#); [Hilty, Michael](#); [Steele, Rachel](#); [Martin, Andrew](#)
Subject: Chemistry 1208
Date: Thursday, May 11, 2023 6:14:49 PM
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Good evening,

On Wednesday, May 10th, the Natural and Mathematical Sciences Panel of the ASC Curriculum Committee reviewed a new course proposal for Chemistry 1208.

The Panel unanimously approved the request with two contingencies, nine recommendations, and two comments:

- a. **Contingency:** The Panel asks that the department include in the syllabus both the goals and ELOs for the GEN Foundations: Natural Science category. Currently, pg. 3-4 of the syllabus lists the ELOs, but not the goals to which they are related. The goals and ELOs for the New General Education are available in an easy-to-copy/paste format here: <https://ascas.osu.edu/new-general-education-gen-goals-and-elos>. Additionally, the Panel offers a friendly reminder that, while a paragraph explaining how this course meets the ELOs of the GEN category is required, the goals do not need to be accompanied by a similar explanation.
- b. **Contingency:** The Panel requests that the department amend the Course Workload Expectation (syllabus pg. 6) to state that this is a 4 credit-hour course rather than a 3-credit hour course.
- c. *Recommendation:* The Panel suggests that the department consider the addition of Math 1140 (Calculus with Review I) as an acceptable pre-requisite/co-requisite for Chemistry 1208, as its content is aligned with the other acceptable pre-requisite courses. More information on Math 1140 can be found here: <https://math.osu.edu/courses/math-1140>.
- d. *Recommendation:* The Panel recommends that the department reconsider the policy of discarding records related to student grades after 60 days (syllabus pg. 5). According to the [Faculty Rules 3335-8-23\(A\) and 3335-8-23.1](#), materials submitted by a student to satisfy course requirements must be preserved until the last day on which a grade change may be initiated, which is prior to the end of the second succeeding semester or summer term. More information and a chart outlining the OSU General Records Retention Schedule are available here: <https://library.osu.edu/osu-records-management/retention-schedules> (see pg. 5 and pg. 40 of the [OSU General Records Retention Schedule](#) PDF [pg. 33 of the document] for relevant information).
- e. *Recommendation:* The Panel recommends that the department clarify the late homework policy (syllabus pg. 5), as the paragraph regarding Online Homework states that “no late work will be accepted for a grade”, then later states that “weekly due dates are meant for students to keep pace, but late homework will be accepted”.
- f. *Recommendation:* The Panel recommends that the department be more specific about what devices will support the lock-down browser (making them appropriate for taking the in-person Carmen exams) and Notability (for lab notebooks), as the university no longer distributes iPads to incoming students, and some tablets and phones may not be compatible with the exam format or Notability. If students must have access to a laptop or other device, this should be specified in the syllabus in both the section describing the exams (pg. 5) and the “Other Required Materials” section (pg. 2). They also offer the friendly observation that the section of the syllabus that outlines the importance of Carmen to students (pg. 1-2) suggests that they download the Canvas

- app but does not explain to students the connection between Carmen and Canvas.
- g. *Recommendation:* The Panel recommends that the department amend the statement that “Chem 1206 + Chem 1208 are equivalent to Chem 1210” (syllabus pg. 1), as other units may choose NOT to accept Chemistry 1208 as a replacement for 1210. The Panel instead suggest language such as “The content of Chem 1206 +1208 are equivalent to the content in Chemistry 1210, and students who successfully complete Chemistry 1206 and 1208 will be eligible to enroll in Chemistry 1220. If you plan to use Chemistry 1206 and 1208 in place of a pre-requisite of 1210 required by another department, please check with your Academic Advisor to make sure Chem 1206/1208 will fulfill that unit’s requirements.”
 - h. *Recommendation:* The Panel suggests that the unit reach out to Central Advising and other stakeholder units across the university about the availability of this sequence (pending full approval), as advisors/other units may wish to adjust orientation materials, alter their own course pre-requisites, or clarify the relationship of Chem 1206/1208 to the General Education requirement for their students.
 - i. *Recommendation:* The Panel suggests that the department take care to use the correct course number in the lab syllabus. There are several references to Chem 1207 (pgs. 10, 11, and 12) as well as several instances when the course is referred to as Chem 1210 (pgs. 4,5, and 10).
 - j. *Recommendation:* The Panel recommends that the department make certain that the lab syllabus is up to date regarding items such as the university-owned/distributed iPads (pgs. 1,2 and 7) and the Celeste Lab Renovations (pg. 5).
 - k. *Recommendation:* The Panel suggests that the department clarify how many PebblePad assignments students will have, as the description of the assignments on pg. 5-6 of the syllabus refers to both “7 instances of graded work” and “1 hour for each of the 6 graded works”. Should there be a 7th assignment, the Panel also recommends including this on the course schedule (syllabus pg. 7-8).
 - l. *Comment:* The Panel would like the department to be aware that there have been some issues raised regarding accessibility in the PebblePad software, so it may be necessary to have alternative assignments available. Additionally, while PebblePad is currently the software that will be used for the GEN Bookend Seminars, the department may wish to monitor this in case the university decides to change the platform around which these courses are built.
 - m. *Comment:* The Panel offers the friendly suggestion that the Academic Misconduct section of the syllabus (pg. 12-13) include a statement about whether artificial intelligence software (such as ChatGPT), is allowed to be used in the course and, if so, in what contexts.

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 Chemistry 1208 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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