

**From:** [Steele, Rachel](#)  
**To:** [Hedgecoth, David](#); [Banks, Eva-Marie](#)  
**Cc:** [Podalsky, Laura](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#); [Neff, Jennifer](#)  
**Subject:** Music 3315  
**Date:** Monday, September 11, 2023 9:36:17 AM  
**Attachments:** [image001.png](#)  
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Good morning,

On Wednesday, August 30th, the Arts and Humanities 2 Subcommittee of the ASC Curriculum Committee reviewed a course proposal for Music 3315.

The Subcommittee unanimously approved the request with one contingency and four recommendations:

- a. **Contingency:** The Subcommittee asks that the School of Music indicate on the syllabus how often and for how long the course meets so that they can ascertain the number of contact hours.
- b. *Recommendation:* The Subcommittee suggests that the School of Music remove the Learning Outcome (syllabus pg. 2) that addresses anatomical structure, as the Course Change Request in curriculum.osu.edu indicates that the reason for the change in the number of credit hours is the removal of the vocal anatomy section of the course.
- c. *Recommendation:* The Subcommittee recommends that the School of Music alter the Grading Scale on pg. 3 of the syllabus to replace the failing grade of "F" with the grade of "E", as the mark of "F" is not available to instructors at Ohio State.
- d. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement (syllabus, pg. 5), which was updated to reflect the university's new COVID-19 policies in August 2023. The updated statement can be found in an easy-to-copy/paste format on the ASC Curriculum and Assessment Services [website](#).
- e. *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Mental Health Statement (syllabus, pg. 5), as the name and phone number of the Suicide/Crisis hotline has changed. The updated statement can be found in an easy-to-copy/paste format on the ASC Curriculum and Assessment Services [website](#).

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 Music 3315 to the department queue via curriculum.osu.edu in order to address the Subcommittee's requests.

Should you have any questions about the feedback of the Subcommittee, please feel free to contact Laura Podalsky (faculty Chair of the A&H 2 Subcommittee; cc'd on this e-mail), or me.

Best,  
Rachel



**Rachel Steele, MA**

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

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DACA/undocumented ally



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