

**From:** [Hilty, Michael](#)  
**To:** [Beecher, Mary A.](#); [Tippery, Gabe](#)  
**Cc:** [Staley, David](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Neff, Jennifer](#)  
**Subject:** Design 3106, 3156, 3556, 4106, 4156, 4806, 5106, 5156, 5206 & 5806  
**Date:** Tuesday, October 10, 2023 10:51:00 AM  
**Attachments:** [image001.png](#)  
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[Department of Design Course Proposals Arts\\_Hums1\\_09\\_25\\_2023.docx](#)

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Good morning Mary Anne and Gabe,

On Monday, September 25<sup>th</sup>, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed new course requests for 10 new courses within the Department of Design.

I am pleased to report that all 10 courses have been unanimously approved with at least one contingency. For your convenience, and given there are so many courses, I have attached the Subcommittee's feedback as a Word document to this email message. Additionally, I will post the feedback beneath my signature of this email.

I will return all 10 of the courses (3106, 3156, 3556, 4106, 4156, 4806, 5106, 5156, 5206 & 5806) to the departmental queue via curriculum.osu.edu in order to address the Subcommittee's feedback.

Should you have any questions, please do not hesitate to reach out to David Staley, faculty Chair of the Arts and Humanities 1 Subcommittee, or me.

All my best,  
Michael



**THE OHIO STATE UNIVERSITY**

**Michael Hilty**

Curriculum and Assessment Coordinator  
ASC Staff Advisory Council, Awards Chair

**The Ohio State University**

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Pronouns: he/him/his, they/them/theirs / Honorific: Mx.

**BLACK LIVES MATTER**

**STOP AAPI HATE**

DACA/undocumented ally



*I acknowledge that the land that The Ohio State University occupies is the ancestral and contemporary territory of the*

*Shawnee, Potawatomi, Delaware, Miami, Peoria, Seneca, Wyandotte, Ojibwe and Cherokee peoples. Specifically, the university resides on land ceded in the 1795 Treaty of Greenville and the forced removal of tribes through the Indian Removal Act of 1830. I honor the resiliency of these tribal nations and recognize the historical contexts that has and continues to affect the Indigenous peoples of this land.*

1. Design 3106 (new course)

- **Contingency:** The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and [can be found here on the ASC Curriculum and Assessment Services website](#). The Subcommittee thanks you for adding this statement to your course syllabus.
- **Recommendation:** The Subcommittee recommends including more information in the course syllabus, such as the materials that are stated to be distributed in-class. They find that more information about course assignments within course syllabi can assist students in determining their workload for the semester.
- **Recommendation:** The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date [statements can be found here](#) on the ASC Curriculum and Assessment website.

2. Design 3156 (new course)

- **Contingency:** The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and [can be found here on the ASC Curriculum and Assessment Services website](#). The Subcommittee thanks you for adding this statement to your course syllabus.
- **Recommendation:** The Subcommittee recommends including more information in the course syllabus, such as the materials that are stated to be distributed in-class. They find that more information about course assignments within course syllabi can assist students in determining their workload for the semester.
- **Recommendation:** The Subcommittee recommends providing an assignment breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.
- **Recommendation:** The Subcommittee recommends removing the letter grade of “A+” from the grading scale, found on page 3 of the syllabus, as Ohio State does not officially award the letter grade of “A+”.
- **Recommendation:** The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date [statements can be found here](#) on the ASC Curriculum and Assessment website.

3. Design 3556 (new course)

- **Contingency:** The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and [can be found here on the ASC Curriculum and Assessment Services website](#). The Subcommittee thanks you for adding this statement to your course syllabus.
- **Recommendation:** The Subcommittee recommends including more information in the course syllabus, such as the materials that are stated to be distributed in-class. They find that more information about course assignments within course syllabi can assist students in determining their workload for the semester.
- **Recommendation:** The Subcommittee recommends providing an assignment breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.
- **Recommendation:** The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently

updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date [statements can be found here](#) on the ASC Curriculum and Assessment website.

4. Design 4106 (new course)

- **Contingency:** The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and [can be found here on the ASC Curriculum and Assessment Services website](#). The Subcommittee thanks you for adding this statement to your course syllabus.
- **Recommendation:** The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date [statements can be found here](#) on the ASC Curriculum and Assessment website.
- **Recommendation:** The Subcommittee recommends including more information in the course syllabus, such as the materials that are stated to be distributed in-class. They find that more information about course assignments within course syllabi can assist students in determining their workload for the semester.

5. Design 4156 (new course)

- **Comment:** The Subcommittee would like to note that they found the description of course assignments to be excellent in this course proposal and believe students will greatly benefit from such a robust description.
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- **Recommendation:** The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date [statements can be found here](#) on the ASC Curriculum and Assessment website.

6. Design 4806 (new course)

- **Contingency:** The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and [can be found here on the ASC Curriculum and Assessment Services website](#). The Subcommittee thanks you for adding this statement to your course syllabus.
- **Recommendation:** In the Course Methodology section on page 2 of the syllabus, there is a statement that says that students should expect to spend “2 hours/week in-person, in-class, and 7 hours a week on reading, viewing, and analytical writing”. The Subcommittee asks that this be corrected to read 3 hours in-person/in-class and 6 hours out-of-class, as this is the proper standard for contact hours in a 3-credit hour lecture course.
- **Recommendation:** The Subcommittee recommends providing more details on the “Response Writing” assignments, which account for 60% of a student’s final grade, in the course syllabus. They also suggest that it may be useful to break this down further to allow students to know how much each individual response writing will impact their final grade.
- **Recommendation:** The Subcommittee recommends providing an assignment breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.
- **Recommendation:** The Subcommittee recommends removing the letter grade of “A+” from the grading scale, found on page 3 of the syllabus, as Ohio State does not officially award the letter grade of “A+”.
- **Recommendation:** The reviewing faculty offer the friendly recommendation to update

the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date [statements can be found here](#) on the ASC Curriculum and Assessment website.

7. Design 5106 (new course)

- **Contingency:** The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and [can be found here on the ASC Curriculum and Assessment Services website](#). The Subcommittee thanks you for adding this statement to your course syllabus.
- **Contingency:** The Subcommittee noted that, on page 3 of the course syllabus, it is stated that the course readings and viewing will be provided in Carmen. However, it is a requirement of syllabi within the College of Arts and Sciences to include the course readings. The reviewing faculty ask that these be added to the course syllabus, preferably to the course calendar (if possible).
- **Recommendation:** The Subcommittee recommends providing an assignment breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.
- **Recommendation:** The Subcommittee recommends removing the letter grade of “A+” from the grading scale, found on page 4 of the syllabus, as Ohio State does not officially award the letter grade of “A+”.
- **Recommendation:** The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date [statements can be found here](#) on the ASC Curriculum and Assessment website.

8. Design 5156 (new course)

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9. Design 5206 (new course)

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- **Recommendation:** The Subcommittee recommends providing an assignment

breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.

- **Recommendation:** The reviewing faculty offer the friendly recommendation to update the Student Life – Disability Services statement in the course syllabus, as they recently updated it for the 2023-24 academic year, and the Mental Health statement. The most up-to-date [statements can be found here](#) on the ASC Curriculum and Assessment website.

10. Design 5806 (new course)

- **Contingency:** The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi within the College to include a statement on religious accommodations. This new, required statement is a result of a directive by the Executive Vice President and Provost and [can be found here on the ASC Curriculum and Assessment Services website](#). The Subcommittee thanks you for adding this statement to your course syllabus.
- **Recommendation:** In the Course Methodology section on page 2 of the syllabus, there is a statement that says that students should expect to spend “2 hours/week in-person, in-class, and 7 hours a week on reading, viewing, and analytical writing”. The Subcommittee asks that this be corrected to read 3 hours in-person/in-class and 6 hours out-of-class, as this is the proper standard for contact hours in a 3-credit hour lecture course.
- **Recommendation:** The Subcommittee recommends providing an assignment breakdown table, such as found in the syllabus for Design 3106, that details for students how many points each assignment will be worth in a clear, concise, and easy-to-read manner.
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