

**From:** [Neff, Jennifer](#)  
**To:** [Andrews, Adam](#); [Fisk, Harold](#)  
**Cc:** [Hamilton, Ian](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)  
**Subject:** Biology 2750  
**Date:** Friday, November 17, 2023 12:03:00 PM  
**Attachments:** [image001.png](#)

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Good afternoon,

On Thursday, November 9, the Natural and Mathematical Sciences Subcommittee of the ASC Curriculum Committee reviewed a new course proposal for Biology 2750.

The Subcommittee unanimously approved the request with one contingency, ten recommendations, and one comment:

- **Contingency:** The Arts and Sciences Curriculum Committee recently updated the list of required syllabus statements for all syllabi 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 in copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pg. 8]
- *Recommendation:* The Subcommittee recommends that the Center for Life Sciences Education state how the groups are assembled for the workshops and if the groups will stay the same throughout the semester. [Syllabus pg. 6]
- *Recommendation:* The Subcommittee recommends that the CLSE provide clarity in the workshop assignments description on whether there will be extra time to turn in the assignments for workshops 2, 4, 6, and 8, since there is a quiz at the beginning of the workshops on those weeks. Though it seems from the calendar that some workshop assignments are for multiple weeks, it is unclear in the assignment description. [Syllabus pg. 6]
- *Recommendation:* The Subcommittee recommends that the CLSE identify when the writing assignments and workshop assignments will be assigned (either in the calendar, assignment descriptions, or both), not just when they are due, to give students an idea of how much time they will have to work on them.
- *Recommendation:* The Subcommittee recommends that the CLSE clarify the due date of the 10<sup>th</sup> workshop. It is seemingly due during finals week per the course calendar, but a confirmation of this would be helpful. [Syllabus pg. 14]
- *Recommendation:* The Subcommittee recommends using the language that Carmen uses for the grading scale instead of including the clarifying statement on page 7 of the syllabus, which could cause confusion regarding rounding (i.e., 100% to 93%, 90% to <93%, 87 to <90%, etc. rather than sample grades like 92.97%).
- *Recommendation:* The Subcommittee recommends that the CLSE clearly state the absence policy for workshops. The policy addresses quizzes and individual assignments, but not missed workshops that prevent them from completing collaborative work. [Syllabus pg. 8]
- *Recommendation:* The Subcommittee recommends removing one of the following statements from the absence policy: “If you have no documentation to support your absence, or your absence from a quiz is not for an excused reason, you will still be offered the opportunity for a makeup quiz, with a 25% overall deduction on your exam score” or “There will not be an

- opportunity to make up unexcused quiz absences.” [Syllabus pg. 8]
- *Recommendation:* The Subcommittee recommends that the CLSE fix the hyperlinks throughout the syllabus that are not linked to a website (e.g., ASC honors (syllabus pg. 5), notifications preferences (syllabus pg. 7), Carmen (syllabus pgs. 9-10), secured media library (syllabus pg. 10), Turnitin (syllabus pg. 10) and Top Hat (syllabus pg. 10)).
  - *Recommendation:* The Subcommittee recommends that the CLSE use the most recent version of the Student Life Disability Services Statement, which was updated to reflect the university’s new COVID-19 policies in August 2023. The updated statement can be found in copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pg. 8]
  - *Recommendation:* The Subcommittee recommends that the CLSE use the most recent version of the mental health statement if it wishes to keep the statement in the syllabus. The statement was updated to include the new Suicide and Crisis Lifeline number. The updated statement can be found in copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pg. 9]
  - *Comment:* The Subcommittee notes that the issue resolution statement may be confusing to students in practice. The statement recommends all student concerns be addressed to the instructor, but all absence related and SLDS matters (which typically make up the majority of students’ concerns) are handled by the course coordinator. Therefore, the CLSE may want to explicitly ask that students look through the syllabus to determine whether the course coordinator or the instructor is closest to the situation to contact for their particular concern. This will help avoid unnecessary delays when students email the instructor instead of the coordinator about their makeup quiz scheduling or their missing SLDS forms. [Syllabus pg. 12]

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 Biology 2750 to the CLSE 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 Ian Hamilton (faculty Chair of the NMS Subcommittee; cc’d on this e-mail), or me.

Best,  
Jennifer



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Pronouns: she/her/hers

