

**From:** [Neff, Jennifer](#)  
**To:** [Hamilton, Ian](#)  
**Cc:** [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)  
**Subject:** EEOB 2260  
**Date:** Friday, January 19, 2024 2:29:00 PM  
**Attachments:** [image001.png](#)

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Good afternoon Ian,

As you know, on Wednesday, January 17<sup>th</sup>, the Natural and Mathematical Sciences Subcommittee of the ASC Curriculum Committee reviewed a new course proposal for EEOB 2260.

The Subcommittee unanimously approved the request with **two contingencies** and *three recommendations*:

- **Contingency:** The Subcommittee requests that the department address the difference between the Wednesday and Thursday lab meetings. For credit hour calculation purposes, the Subcommittee notes that if both meetings are to be considered labs, then both must meet for 110 minutes even if the time will not be used in the same way. If this is the case, the meeting times will need to be adjusted throughout the syllabus. If this is not the case, then the Wednesday meetings cannot be considered lab time. [Syllabus p. 1, 6] The Subcommittee also requests that the “Credit hours and work expectations” paragraph on p. 6 be corrected as it appears to contain several mistakes.
- **Contingency:** The Subcommittee recommends that the department correct the reference to a recitation under the Teaching Assistant’s contact information to instead say lab. [Syllabus p. 2]
- *Recommendation:* The Subcommittee recommends that the department specify the statistical software that will be used in the course in addition to how students are expected to obtain it. This information should be included in the required software section of the syllabus. [Syllabus p. 9, 11]
- *Recommendation:* The Subcommittee recommends that the department include a more detailed description of the assignments in the final syllabus, such as assignment due dates, information on how groups will be assigned, and information regarding the logistics of the posters.
- *Recommendation:* The Subcommittee recommends that the department more clearly distinguish between assignments listed in the same cell of the major course assignments table so that students can easily see that there is more than one assignment per grading category. [Syllabus p. 11]

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 EEOB 2260 to the department queue via curriculum.osu.edu in order to address the Subcommittee’s requests.

Best,

Jennifer



THE OHIO STATE UNIVERSITY

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Pronouns: she/her/hers