

From: [Neff, Jennifer](#)
To: [Ruiz, Natividad](#)
Cc: [Hamilton, Ian](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: Microbiology 4541
Date: Tuesday, February 20, 2024 12:56:00 PM
Attachments: [image001.png](#)

Good afternoon,

On Wednesday, February 14th, the Natural and Mathematical Sciences Subcommittee of the ASC Curriculum Committee reviewed a new course proposal for Microbiology 4541.

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

- **Contingency:** The Subcommittee requests that the department adjust the credit hours and work expectations statement, which should state that students should expect to spend 3 hours on outside work rather than 3-4 hours. [Syllabus p. 3]
- **Contingency:** The Subcommittee requests that the department remove Kellie Brennan from the Title IX statement, as she is no longer employed at the university. [Syllabus p. 7]
- *Recommendation:* The Subcommittee recommends that the department either remove the discussion and communication guidelines, which are written to apply to online discussions, or alter them to apply to the in-person discussions of this course. [Syllabus p. 6]
- *Recommendation:* The Subcommittee recommends that the department 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 an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 6-7]
- *Recommendation:* The Subcommittee recommends that the department 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 an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 7]

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 Microbiology 4541 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 Ian Hamilton (faculty Chair of the NMS Subcommittee; cc'd on this e-mail), or me.

Best,
Jennifer



THE OHIO STATE UNIVERSITY

Jennifer Neff

Curriculum and Assessment Assistant

The Ohio State University

College of Arts and Sciences

ASC Curriculum and Assessment Services

306A Dulles Hall, 230 Annie and John Glenn Ave, Columbus, OH 43210

614-292-3901 / ascas.osu.edu

Pronouns: she/her/hers