

**From:** [Hilty, Michael](#)  
**To:** [Osterloh, Gina](#); [Owens-Morrison, Jenifer](#)  
**Cc:** [Staley, David](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Neff, Jennifer](#)  
**Subject:** Art 3204  
**Date:** Friday, March 8, 2024 2:43:00 PM  
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Good afternoon,

On Tuesday, February 27<sup>th</sup>, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed a new course request for Art 3204.

I am pleased to report that the Subcommittee unanimously approved the request with four contingencies and one recommendation:

- **Contingency:** The Subcommittee asks that the course syllabus provide a percentage breakdown of how much each assignment category is worth towards a student's final grade. This is a requirement of the ASC syllabus template, and more information can be found on the [ASC Curriculum and Assessment Services website](#).
- **Contingency:** The Subcommittee asks that the course syllabus provide a description of each course assignment type. While they recognize there is a small section titled "Grading" on page 9 of the syllabus, they would like to see an individual section that describes, in detail, the expectations for students for each assignment type or category. This information is a requirement of the [ASC syllabus template](#) and is also very beneficial to students.
- **Contingency:** The Subcommittee asks that it be clarified if this course will be taught 100% in-person or in a hybrid format. On page 8 of the syllabus, it is mentioned that "synchronous Zoom meetings will occasionally be used for PowerPoints and video/film viewing", indicating that there may be some portion of the course taught at a distance.
- **Contingency:** The Subcommittee asks that, in the curriculum.osu.edu form, a transcript abbreviation be chosen that helps outside institutions and reviewers determine the topic of the course. As a reminder, transcription abbreviations are a useful mechanism for external reviewers of transcripts to quickly determine the course content and should not include the course number. Should the department like guidance in selecting an appropriate transcript abbreviation, please reach out to ASC Curriculum and Assessment Coordinator, Michael Hilty.70.
- **Recommendation:** When the syllabus is finalized for distribution to students, the Subcommittee asks that the department use the most up-to-date version of the University's Religious Accommodations Statement. It is likely that the exact wording of this statement may vary in the near future as university authorities consider how best to communicate this important information to students and comply with recent State of Ohio legislation. The Subcommittee asks that the department regularly check the [Arts and Sciences Curriculum and Assessment Services website](#) for the most accurate information about current syllabus requirements for the College of Arts and Sciences. Additionally, please ensure that this section has a proper label, as currently, on page 14 of the syllabus, the religious accommodations section is not labeled as such.

I will return the proposal 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**

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**Michael Hilty**

Curriculum and Assessment Coordinator  
ASC Staff Advisory Council, Awards Chair  
ASC Staff Advisory Council, Chair-Elect

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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.*