

**From:** [Hilty, Michael](#)  
**To:** [Cole, Susan](#); [Owens-Morrison, Jenifer](#); [Osterloh, Gina](#)  
**Cc:** [Staley, David](#); [Hamilton, Ian](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Neff, Jennifer](#)  
**Subject:** Art & Molecular Genetics 3011  
**Date:** Monday, March 11, 2024 12:43:00 PM  
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Good afternoon,

On Tuesday, February 27<sup>th</sup>, the Arts and Humanities 1 Subcommittee reviewed a new course requests for cross-listed Art and Molecular Genetics 3011.

I am pleased to report that the Subcommittee unanimously approved the request with eight contingencies and two recommendations:

- **Contingency:** The Subcommittee asks that the instructor explain how they came to the determination that 5.5 hours of direct instruction and 6 hours of indirect instruction are the proper contact hours for this course. While they are not certain that these are necessarily incorrect, they would like to see where this calculation has come from. As a reminder, for every 1 credit of a lecture-style course, there should be 1 hour of direct instruction and 2 hours of indirect instruction. For a studio or laboratory style course, there should be 2 hours of direct instruction and 1 hour of indirect instruction.
- **Contingency:** The Subcommittee asks that the attendance policy, found on pages 9-10 of the syllabus, be amended, as instructors cannot force a student to withdraw from a course due to not attending. Of course, if an instructor wishes to provide a student a grade of “E” for missing 6 classes, they are welcome to have that as a course policy, but forcing students to withdraw from a course is not allowed and may have other, more significant impacts to a student such as impacting their financial aid.
- **Contingency:** The Subcommittee asks that the course calendar be reworked to function on a 14-week semester, as this is the standard semester for the university. Currently, it appears as if the course calendar is operating on a 16-week semester with an additional final’s week included.
- **Contingency:** The Subcommittee asks that, in the curriculum.osu.edu, 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. Should the departments like guidance in selecting an appropriate transcript abbreviation, please reach out to ASC Curriculum and Assessment Coordinator, Michael Hilty.70.
- **Contingency:** The Subcommittee asks that the department work with Michael Hilty.70, ASC Curriculum and Assessment Coordinator, to determine the appropriate prerequisites for the course. Course prerequisites should be chosen and not simply include examples, as the Office of the University Registrar will be unable to enter the proper prerequisites in this form. Additionally, not all of the courses chosen are 3-credit hour courses, and this may mean students have unintended gaps in their knowledge required for the course.
- **Contingency:** The Subcommittee asks that the cross-listing be corrected within curriculum.osu.edu. For Art 3011, the information in curriculum.osu.edu should read “Cross-listed with Molecular Genetics”.
- **Contingency:** The Subcommittee asks that the two cross-listed courses exclude each other within curriculum.osu.edu, as students should not be able to earn course credit by enrolling in both department’s courses. In other words, Art 3011 should exclude Molecular Genetics 3011 (and Molecular Genetics 3011 should exclude Art 3011). Thus, that field in curriculum.osu.edu should read: “Not open to students with credit for Molecular Genetics 3011”.

**Contingency:** The Subcommittee asks that the units reconsider the CIP code being used for the course. Currently, the CIP code selected is one utilized for general Arts courses, while, based upon course content, it may make sense to utilize a CIP code for STEM coursework.

- **Recommendation:** The Subcommittee recommends that the course description within curriculum.osu.edu be amended to clarify how the art elements are going to be integrated within the course.
- **Recommendation:** The Subcommittee recommends updating the Student Life – Disability Services and Mental Health statements, as they have been updated for the 2023-2024 academic year. The most up-to-date syllabus statements can be found on the [ASC Curriculum and Assessment Services website](#).

Additionally, on Wednesday, February 28<sup>th</sup>, the Natural and Mathematical Sciences Subcommittee reviewed the request as well. They, also, have unanimously approved the request, with the following two contingencies and two recommendations:

- **Contingency:** The Subcommittee requests that the department reach out to the College of Food, Agricultural, and Environmental Science to seek concurrence with the appropriate departments within the college, as this course intersects with material that the college teaches and will likely be of interest to many of its students.
- **Contingency:** The Subcommittee requests that the department remove the mention that this is an online course in the accessibility of course technology section of the syllabus, as the syllabus and submission form state that the course will be taught in-person. [Syllabus p. 13]
- **Recommendation:** The Subcommittee requests that the department clearly label the Religious Accommodations statement (as the other statements are) so that it does not get lost in the surrounding text. 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 [ASCCAS website](#) for the most accurate information about current syllabus requirements for the College of Arts and Sciences. [Syllabus p. 10]
- **Recommendation:** The Subcommittee recommends that the department adjust the learning outcomes on the submission form in curriculum.osu.edu to echo those listed in the syllabus (p. 6), as the ones in the syllabus seem to better reflect the specific content of the course rather than the general Theme. Additionally, the Subcommittee recommends altering the content topic list on the submission form to demonstrate the general topics that will be explored throughout the course. Detailing these lists to be unique to the course will be useful for the department in the future as the course is taught by different instructors.

I will return both Art and Molecular Genetics 3011 to the departmental queues via curriculum.osu.edu in order to address the feedback from both Subcommittees.

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

All my best,  
Michael



**THE OHIO STATE UNIVERSITY**

**Michael Hilty**

Curriculum and Assessment Coordinator  
ASC Staff Advisory Council, Awards Chair  
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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.*