

From: [Neff, Jennifer](#)
To: [Arceno, Mark Anthony](#); [Perez, Ashley](#); [Spitulski, Nick](#)
Cc: [Podalsky, Laura](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: Religious Studies 4370
Date: Tuesday, March 19, 2024 2:43:00 PM
Attachments: [image001.png](#)

Good afternoon,

On Wednesday, March 6th, the Arts and Humanities 2 Subcommittee of the ASC Curriculum Committee reviewed new course proposal for Religious Studies 4370.

The Subcommittee unanimously approved the request with one comment, one question, six contingencies, and four recommendations:

- **Comment:** The Subcommittee is excited to see this innovative course proposal and offers the following feedback in hopes of making the next steps in the approval process as smooth as possible for the unit.
- **Question:** The Subcommittee observes that the course has a stated prerequisite of "any prior course in Religious Studies" (curriculum.osu.edu under "Prerequisites and Exclusions"), but that this is not electronically enforced (i.e., students will be able to register for the course on their own regardless of whether or not they have actually met said prerequisite). The Subcommittee notes that a prerequisite like this can be enforced electronically, and thus they ask the unit if they were simply unaware that this was a possibility, or if they intentionally left it unenforced. If it is the latter, no action is needed. If it is the former, they ask that the unit make the necessary changes in curriculum.osu.edu. Note: Electronically enforcing the pre-requisite will NOT prevent Academic Advisors from adding the class for students who do not meet the prerequisite but have obtained permission of the instructor.
- **Contingency:** The Subcommittee requests that the unit provide a more detailed description in the syllabus of the evaluation and specific length expectations of the assignments. Along those lines, the Subcommittee notes that the final project has several steps, but the syllabus does not break down how the total grade for the assignment is divided among these parts. If some of these steps are not graded, the Subcommittee asks that the unit include a note in the assignment descriptions that students will still receive meaningful feedback.
- **Contingency:** The Subcommittee requests that the unit adjust the course calendar (which currently plans for one more instructional week than a semester allows) to reflect the typical 14 instructional weeks and one final exam meeting in a semester.
- **Contingency:** The Subcommittee requests that the syllabus include the weekly contact hours of the course (i.e., meeting times/frequency), as this is a required syllabus element and is important for the High Impact Practice review. In order to provide a better understanding of the credit hour expectations, the Subcommittee also asks that the unit include more information on the field trips and the times of the visits along with including a credit hours and work expectation statement similar to the following: According to Ohio State bylaws on instruction, students should expect 4 hours of in-class work per week in addition to 8 hours outside of class to receive a grade of (C) average. For more information regarding the definition of a semester credit hour, please see page 19 of the [ASCCAS Operations Manual](#).
- **Contingency:** The Subcommittee requests that the unit clarify the times that students will

need to commit to the class (e.g., when traveling to field trip sites) along with what will happen if students' schedules do not align with those times. Other units have avoided scheduling complications with similar courses by scheduling the course to include these additional times or by including in the course description in curriculum.osu.edu that the course requires off-campus travel outside of the regular class meeting times, since students will see this description when they register for the course.

- **Contingency:** The Subcommittee requests that the unit 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. 4-5]
- **Contingency:** The Arts and Sciences Curriculum Committee recently (03-01-2024) updated the list of required syllabus statements for all syllabi to include a new statement on religious accommodations. The new version of this required statement is a result of a directive by the Executive Vice President and Provost and can be found here on the [ASC Curriculum and Assessment Services website](#). The Subcommittee thanks you for adding this revised statement to your course syllabus.
- *Recommendation:* It is unclear to the Subcommittee if the course will be meeting once or twice weekly. If meeting twice, the Subcommittee recommends that the unit break down the class preparation in the course calendar by meeting rather than week.
- *Recommendation:* The Subcommittee recommends reconsidering the title of the Letter to the Professor assignment. While this is a fine assignment, referring to it as a standard reflection might be better for students who feel uncomfortable with the idea of more casual interaction with their instructor.
- *Recommendation:* The Subcommittee notices that the grade "C" average is listed in the grading scale twice and recommends that the unit correct this typo. The Subcommittee also notices the absence of a D+ from the grading scale. If not intentionally omitted, the Subcommittee recommends correcting this as well. If the instructor does not intend to give a mark of D+, it is recommended that they include a short statement for students explaining that policy.
- *Recommendation:* The Subcommittee recommends that the unit 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](#).

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 Religious Studies 4370 to the unit 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 Laura Podalsky (faculty Chair of the A&H2 Subcommittee; cc'd on this e-mail), or me.

Best,
Jennifer



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