

From: [Neff, Jennifer](#)
To: [Hewitt, Elizabeth](#); [Ramsey, MaryKatherine](#)
Cc: [Podalsky, Laura](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: English 3595
Date: Wednesday, April 3, 2024 1:53:00 PM
Attachments: [image001.png](#)

Good afternoon,

On Wednesday, March 27th, the Arts and Humanities 2 Subcommittee of the ASC Curriculum Committee reviewed a new course proposal for English 3595.

The Subcommittee unanimously approved the request with one comment, **one contingency**, and *one recommendation*:

- Comment: The Subcommittee encourages the department to define what constitutes an excused absence if the syllabus is going to make a distinction between excused and unexcused absences in any way. [Syllabus pp. 8-9]
- **Contingency:** The Subcommittee requests that the department include information in the syllabus indicating where the required readings that are not available on Carmen can be obtained. [Syllabus p. 3]
- *Recommendation:* The Subcommittee recommends that the department use the most recent version of the university's diversity statement if it wishes to keep the statement in the syllabus. The up-to-date statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 12]

As a reminder, **contingencies** (in bold above) must be addressed and resubmitted via curriculum.osu.edu before the course can move forward to one of the Themes Subcommittees for approval in the GEN Theme: Citizenship for a Diverse and Just World. *Recommendations* (in italics above) should be implemented when the course is next taught.

I will return English 3595 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 Laura Podalsky (faculty Chair of the A&H2 Subcommittee; cc'd on this e-mail), or me.

Best,
Jennifer



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Pronouns: she/her/hers