

**From:** [Hilty, Michael](#)  
**To:** [Banks, Eva-Marie](#); [Hedgecoth, David](#); [COSTA-GIOMI, EUGENIA](#)  
**Cc:** [Staley, David](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Neff, Jennifer](#)  
**Subject:** Music 5591, 2471, & 2201.35  
**Date:** Wednesday, April 10, 2024 4:56:00 PM  
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Good afternoon,

On Tuesday, April 2<sup>nd</sup>, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed a distance learning request for Music 5591 and a request to create two new courses, Music 2471 and 2201.35. Please see below for the Subcommittee's feedback.

### Music 5591

The Subcommittee unanimously approved the request with one comment, one contingency, and three recommendations:

- **Comment:** The Subcommittee would like to point out that, in their experience, a three hour, once a week Zoom session can be mentally taxing for students, and it may be more beneficial to student engagement if the synchronous course meetings for the 8 week session can take place over two meetings, twice a week instead. Of course, they understand that this may not be possible.
- **Contingency:** The Subcommittee asks that the Religious Accommodation statement be updated within the course syllabus. On March 1<sup>st</sup>, 2024, the Arts and Sciences Curriculum Committee updated the required statement to be in compliance with the new statement, which was provided by the Office of Undergraduate Education and vetted by the Office of Legal Affairs. As a helpful reminder, the link at the end of the statement labeled "Policy: Religious Holidays, Holy Days and Observations" is a required part of the statement and must be included. While they note that the statement appears on page 18 of the 8-week syllabus and page 23 of the 14-week syllabus, it is not copied in its entirety. The newly updated statement can be found on the [syllabus elements page of the ASC Curriculum and Assessment Services website](#).
- **Recommendation:** The Subcommittee notices that, on pages 3-4 of the syllabus of the 8-week syllabus and page 4 of the 14-week syllabus, Carmen data is going to be utilized as part of participation assessment. They recommend against utilizing this data, if possible, as the analytics features is known to be unreliable and an inaccurate representation of student engagement. Indeed, students may be shown as having many hours of engagement for simply logging into CarmenCanvas and leaving their browsers open without engaging with the course or its materials.
- **Recommendation:** The Subcommittee recommends further breaking down the assignment category table, as found on page 7 of the 8-week syllabus and page 8 of the 14-week syllabus. Currently, especially given the nature of the assignment descriptions below and the varying point values of each assignment, they believe that students will find this chart to be confusing when attempting to determine how their final grade will be calculated.
- **Recommendation:** The Subcommittee recommends further explaining the ungraded reflection, as found on page 7 of the 8-week syllabus and page 8 of the 14-week syllabus. They were unable to see what this reflection will be utilized for within the course and what students will be expected to reflect upon. Additionally, given that the reflection is ungraded, they wonder if it might be helpful to provide some incentive for a student to complete the assignment, to ensure that students are engaging in what is sure to be a pedagogically sound exercise.

## Music 2471

The Subcommittee unanimously approved the request with one contingency and two recommendations:

- **Contingency:** The Subcommittee asks that the Religious Accommodation statement be updated within the course syllabus. On March 1<sup>st</sup>, 2024, the Arts and Sciences Curriculum Committee updated the required statement to be in compliance with the new statement, which was provided by the Office of Undergraduate Education and vetted by the Office of Legal Affairs. As a helpful reminder, the link at the end of the statement labeled “Policy: Religious Holidays, Holy Days and Observations” *is* a required part of the statement and must be included. The newly updated statement can be found on the [syllabus elements page of the ASC Curriculum and Assessment Services website](#).
- **Recommendation:** The Subcommittee recommends reorganizing the information on the course syllabus to appear into a more student-friendly manner. For example, it may be helpful for students to place the brief grade percentage breakdown (as found on page 10) before the descriptions of course assignments. Additionally, it is typically useful for students to place the course calendar after the listing of assignments. However, the Subcommittee recognizes there may be pedagogical or stylistic reasons for the current design of the calendar, and only offers this as a friendly recommendation.
- **Recommendation:** The Subcommittee recommends updating the Mental Health statement, as it was recently updated for the 2023-2024 academic year. The most up-to-date statement can be found on the [ASC Curriculum and Assessment Services website](#).

## Music 2201.35

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

- **Contingency:** The Subcommittee noticed that the course instructor provided their personal, Gmail account as an option to communicate with students on page 1 of the syllabus. They ask that this option and email address be removed from the course syllabus, as it is a violation of the university’s Informational Security Control Requirements to communicate with students outside of the official university email system because all FERPA data is classified as “S3” or Private Institutional Data, and only the university’s Office365 email system has been risk accessed and approved at the S3 level by Enterprise Security.
- **Contingency:** The Subcommittee asks that the Religious Accommodation statement be updated within the course syllabus. On March 1<sup>st</sup>, 2024, the Arts and Sciences Curriculum Committee updated the required statement to be in compliance with the new statement, which was provided by the Office of Undergraduate Education and vetted by the Office of Legal Affairs. As a helpful reminder, the link at the end of the statement labeled “Policy: Religious Holidays, Holy Days and Observations” *is* a required part of the statement and must be included. The newly updated statement can be found on the [syllabus elements page of the ASC Curriculum and Assessment Services website](#).
- **Recommendation:** The Subcommittee recommends including the date and time of the Guitar Studio within the course syllabus.
- **Recommendation:** The Subcommittee recommends providing additional clarity in the course description that students will engage with electric guitar lessons.
- **Recommendation:** The Subcommittee recommends providing additional clarity within the course syllabus surrounding how student preparations are being assessed. It may be helpful to provide an example within the syllabus to showcase to students their expectations.
- **Recommendation:** The Subcommittee recommends removing the paragraph underneath the “Accessibility” heading on page 5 of the syllabus. This statement is actually an outdated version of the Student Life – Disability Services statement which is on page 4 of the syllabus.
- **Recommendation:** The Subcommittee recommends updating the Mental Health statement, as it was recently updated for the 2023-2024 academic year. The most up-to-date statement can be found on the [ASC Curriculum and Assessment Services website](#).

I will return Music 5591, 2471, and 2201.35 to the School’s 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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Pronouns: he/him/his, they/them/theirs / Honorific: Mx.

**BLACK LIVES MATTER**

**STOP AAPI HATE**

DACA/undocumented ally



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